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**ESSEX HEIGHTS PRIMARY SCHOOL**  
**INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) POLICY**

### **Rationale**

At Essex Heights Primary School we will provide a safe, positive and supportive technological environment in which the students can achieve their greatest educational potential. Now and into the future we recognise the importance of being technologically literate; discerning, analytical and critical users of technology; and creating a positive digital footprint.

### **Aims**

This policy has been designed to highlight the roles and responsibilities of our students

### **Guidelines**

- 1.0 With the rapid development of technology and the increased use of both mobile and online technologies in the community and in classes, we at Essex Heights will show all due care in the introduction and implementation of new and emerging technologies. This includes the regular review and development of explicit policies and agreements in relation to the cyber safe and ethical behaviours we expect.
  
- 2.0 We will provide an environment and culture which supports:
  - High levels of student engagement, access and equity in learning through the effective use of technology.
  - Safe and ethical practices online.
  - Educating students for safe practices within and beyond the classroom.
  - Working with parents and the broader community to raise awareness of student safety on the internet.
  
- 3.0 All students are expected to adhere to the behaviours and expectations set out in the *Essex Heights Primary School Internet Use and Publication of Children's Work on School Website Agreement (ICT Agreement)*.
  - 3.1 The *ICT Agreement* will indicate:
    - The ways in which Essex Heights PS discharges its duty of care to our students with online, mobile and portable technologies.
    - The expected behaviours of students in an online context (aligned with the Essex Heights Primary School Student Expectations).

- Strategies and information for parents to support their children using the Internet safely at home (Cyber Surfing, Bullying, Chat rooms).
- 3.2 The *ICT Agreement* will include but is not limited to:
- Hardware, software and peripherals care and responsibilities.
  - Internet access/usage
  - Email
  - Chat rooms
  - Mobile phones
  - Digital cameras/flip cameras/IPads
  - Photograph, video and audio recording, and publishing of student work on the Web (Web page, Wiki, Blog), newsletters, newspapers or magazines
  - Social networking sites and collaboration.
- 4.0 Annually, parents / guardians will be asked to complete a Publication Permission Form in relation to media use of students' image, voice or work.
- 4.1 Completed *ICT Agreements* and Permission Forms, signed by students and their parents/guardians, will be kept on file at the school. Parents may elect to change the permission status at any time by writing to the school Principal.
- 4.2 The *ICT Agreement* and the Permission Form will support students and staff in their use of technologies.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

George Perini

Kristen Steer

Principal

School Council President

School Council - August 2017