

Long Bay Primary School

Information Technology and Cyber-Safety Policy

NAG 5



Long Bay Primary School
WHOLE CHILD EDUCATION

RATIONALE

This policy is designed to meet the school's statutory obligations to maintain a safe learning environment. The overall goal is to maximise the educational benefits of communication technologies while minimising the risks.

Use of the Internet and other communication technologies at Long Bay Primary School is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development.

'Other communication technologies' include the mobile phone and technologies associated with Internet use e.g. digital projector, camera and web cam. Included too are similar technologies still being developed.

The communication technologies at Long Bay Primary School are available to staff and students under certain conditions, as outlined in their signed Use Agreements. The school will make basic training available for staff using these technologies. Associated professional development needs will be considered.

Appropriate cyber-safety measures will be put in place and enforced by the school. In order to ensure the safety of the school learning environment, action should be taken if these safety regulations are breached by students or staff.

This Information Technology and Cyber-safety Policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to the school from time to time, relief teachers, and staff.

The Principal will report to the Board on the school implementation of this Board policy.

GUIDELINES

All students must read and sign an Information Technology and Cyber-safety Use Agreement outlining the regulations and conditions under which computers and communication technologies may be used while at school. The agreement must also be signed by a parent/caregiver.

These rules will:

- Be posted by computers for students to observe
 - Be on the back of the signed responsible internet agreement
 - Be explained once each year by the class teacher before internet use
1. Guidelines are given to students regarding expected behaviour while using school facilities; the degree and type of supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
 2. All staff must sign an Information Technology and Cyber-safety Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.
 3. Basic training for staff will be made available, as will appropriate professional development.

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4. The necessary procedures will be put into place by the school to address cyber-safety issues in all venues where the Internet and other communication technologies are accessed by staff or students, including a cyber-safety service provider. Student use computers need to be positioned such that the screen can be seen.
5. The school will provide an effective electronic cyber safety security system, which is financially practicable. The school will continue to refine methods to improve cyber-safety.
6. Approval to access sites blocked by the school cyber-safety service provider must be sought from the Principal, who is the only person who is able to ask the cyber-safety service provider to allow a change in access.
7. As part of the health programme educational material on cyber-safety will be delivered, where relevant, through teaching programmes.
8. The Board supports the right of the school to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Information Technology and Cyber-safety policy. Such breaches will be taken seriously and be dealt with through the school's behaviour management and responsibilities systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
9. The school will consult with the wider school community and provide opportunities to learn about cyber-safety issues

See Staff and Student Information Technology and Cyber-safety Use Agreements

CONCLUSION:

Teachers will have responsible access to global resources through peer networks and collegial support through membership of on-line teaching communities. ICT will provide students with opportunities to focus on acquisition and use of information and higher order thinking skills.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

DATE: 2011 Next Review: 2014	APPROVED BY:	
	PRINCIPAL	BOT CHAIRPERSON