



Information and Communication Technologies Policy

Purpose:

The Information and Communication Technologies (ICT) Policy provides a set of guidelines for the safe use of digital technologies in our school.

Aims:

- ensuring the safe use of all ICT equipment in our school, as outlined in the Whittlesea Primary School ICT User Agreement
- protecting the privacy and personal information of everyone in the school
- selecting appropriate online spaces to contribute to learning
- outlining the processes members of the Whittlesea Primary School community should follow when ICT may have been used inappropriately

Guidelines:

- Use of the school's devices, network and Internet services, including electronic mail and mobile devices, will be governed by the Whittlesea Primary School ICT User Agreement
- The Whittlesea Primary School ICT User Agreement is intended to identify responsible use of devices
- Students may only use ICT devices at school after returning a signed Whittlesea Primary School ICT User Agreement

- While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the Department of Education and Training (DET) Acceptable Use Policy which can be found at [DET Acceptable Use Policies](#)
- Students and staff can expect restriction of privileges if they act irresponsibly as outlined in the Whittlesea Primary School ICT User Agreement

Implementation:

- The Whittlesea Primary School ICT Policy and User Agreement will be sent home to all students. As stated in the User Agreement, this document will be valid for the duration of the student's enrolment at Whittlesea Primary School when signed and returned to school. The ICT Policy and User Agreement will also be available on the school website www.whittleseaps.vic.edu.au
- It will be the responsibility of teachers and parents/guardians to ensure the students at Whittlesea Primary School are familiar with the expectations outlined in the ICT User Agreement
- The responsibility for the implementation of the ICT Policy and User Agreement rests with the Principal, Assistant Principal and classroom teachers

Evaluation:

- All students will have a signed ICT User Agreement returned to school.
- All students are aware of the safe and appropriate use of ICT within the school.

This policy will be reviewed as part of the school's three year review cycle or more often if necessary due to changes in regulations or circumstances.

Policy ratified by school council in...

May 2016

