



# Memorial Oval Primary School



Government  
of South Australia  
Department of Education  
and Children's Services

## ICT Policy Document

2010

### Table of Contents

<b>Introduction</b> .....	<b>1</b>
Applicable DECS Policies .....	1
Acceptable Usage.....	2
Monitoring .....	2
Monitoring Tools .....	2
Internet Safety.....	2
<b>Responsibilities</b> .....	<b>3</b>
ICT Support Staff Responsibilities.....	3
Teaching Staff Responsibilities.....	3
Student Responsibilities .....	4
Consequences.....	4
<b>Student Usage Agreement</b> .....	<b>6</b>
<b>Parental Permission</b> .....	<b>7</b>
Information .....	7
About MOPS ICT and Internet .....	7
Filtering.....	7
Safety .....	7
<b>Appendix</b> .....	<b>8</b>
Definitions .....	8
ICT facilities .....	8
Personal use.....	8
Curriculum use.....	8
Inappropriate Use.....	8

## Introduction

The provision of ICT facilities at Memorial Oval Primary School will expand the range of teaching and learning opportunities available to teachers and students. This policy will assist all users in becoming aware of information, obligations and procedures that need to be followed to ensure safe, effective and secure use of ICT facilities. DECS requires that acceptable usage policies are in place for all users of DECS ICT facilities, including both Staff and Students. Such policies must be in the form of a written agreement, signed by staff, students and parents/guardians (as appropriate) outlining the terms and conditions of use of DECS ICT facilities, of online behaviour and access privileges, and consequences of non-compliance. DECS Employees should read this policy in conjunction with:

### Applicable DECS Policies

#### *DECS Internet Access and Use Policy*

<http://www.decs.sa.gov.au/docs/documents/1/DecsPolicyInternetAccessa.pdf>

#### *DECS Email Access and Use Policy*

<http://www.decs.sa.gov.au/docs/documents/1/DecsPolicyEmailAccessandU.pdf>

#### *DECS ICT Security Policy*

<http://www.decs.sa.gov.au/docs/documents/1/DecsPolicyIctSecurity.pdf>

#### *Employee Code of Conduct*

[http://www.cpe.sa.gov.au/employees/code\\_of\\_conduct/](http://www.cpe.sa.gov.au/employees/code_of_conduct/)

## **Acceptable Usage**

The primary use of ICT facilities is for curriculum purposes and the subsequent achievement of improved student outcomes. The use of ICT facilities should be fair and equitable, considering legal and ethical issues. Use should be consistent with existing policies of the school and DECS policies as mentioned in the introduction. An amount of personal use of ICT facilities is acceptable, within reason. Specifically, this means that personal use must be approved by the teacher and must not interfere with the completion of set work, or in the case of a staff member it should not prevent effective job performance.

See **Definitions** in the appendix for more information.

## **Monitoring**

Usage of the ICT facilities is monitored:

- To measure usage
- To detect unsafe websites and allow them to be added to the web filter
- To determine whether usage has breached any MOPS or DECS policy

This logging may include but is not limited to: user identity, dates and times of access, websites visited, applications used, and keystrokes. Users should be mindful of this while using MOPS ICT facilities. The collected information is available in various forms to DECS; and also to the ICT Administrator, who will make the information available to Leadership if necessary. Every effort is made to ensure that private information is not accessible by unauthorised persons and the collected information is not used for any other purpose excepting those outlined above.

## **Monitoring Tools**

The software tools used to carry out this policy effectively include the following:

### ***LanSchool***

- Real-time monitoring of student activity in Computer Room from Teacher station.
- The teacher should use this to monitor every student's screen and key-presses to ensure kids are on task, and to prevent cyber bullying.

### ***UserLog***

- Passive monitoring of students.
- If necessary the ICT Administrator can closely monitor the student's activities; this is useful for recording cyber-bullying, account theft or other long term inappropriate ICT use.

### ***FlashDetect***

- Performs real-time monitoring of external USB devices.
- Will log inappropriate files such as games and music and prevent users from continuing until the offending device is removed.

## **Internet Safety**

Staff will supervise all internet use to ensure student safety. Staff will assess research topics and check searches beforehand to prevent inappropriate material from being shown to students. For example, a research project on "Tattoos" can easily get out of hand and may not be an appropriate topic. Staff should familiarise themselves with the principles of internet safety and reinforce these principles with their students.

## **Cyberquoll**

CyberQuoll <http://www.cyberquoll.com.au> is an internet safety resource for upper primary school students provided by the Australian Communications and Media Authority (ACMA). A series of six interactive videos are available from the school intranet and there are resources for parents and teachers available on the CyberQuoll website.

## **Responsibilities**

Staff must familiarise themselves with the MOPS ICT Policy (this document) and sign off that they have read and understood the document. This should happen at the start of each year as a part of induction.

Parents, Caregivers and Students must read the Student ICT Usage Agreement. Parents and Caregivers must complete a permission form at the bottom of the agreement for students to access the Internet and email. Parents and Staff are to assist students to understand their responsibilities. Students must sign off that they have read and understood their responsibilities at the bottom of the Acceptable Usage Agreement. Parents must return the Parental Permission form before students are permitted access to ICT facilities.

## **ICT Support Staff Responsibilities**

The ICT Administrator shall:

- monitor user quotas and warn users of excessive usage
- investigate excessive use and inappropriate sites and files
- block inappropriate sites using the web filter
- report inappropriate usage to the teacher and leadership, and enforce bans where appropriate
- maintain a list of user account details/passwords and update when necessary
- provide appropriate content on school intranet for use of staff and students
- monitor and investigate any irregularities in account usage
- maintain nightly backups of user and shared data

## **Teaching Staff Responsibilities**

### ***Accounts***

Staff will be provided with an account to log on to the Curriculum network. This network includes the Class computers, Computer Room, Library Pool and one staffroom computer. The other staffroom computer is connected to the Admin network and should only be used to transfer information for use with Newsletters or the Website. Staff will also be provided with an account to connect to email and the internet.

### ***Passwords***

Staff must choose an appropriate password and keep this hidden from students. Staff accounts have higher levels of access than student accounts. Staff must not allow students to use their account, unless no other alternative is available, and then must closely supervise students using a staff account. If a student has no computer/internet account or other account problems, a solution should be arranged with the ICT Administrator as soon as possible. Upon request, staff may obtain a web filter override password but this must be used sparingly and kept secret.

### ***Documents***

Staff work and documents should be stored in the home drive H:\ which is a private folder belonging to the staff account. Documents may be shared via S:\ drive which is accessible by staff only or P:\ which is public to all users.

### ***Devices from home***

Teachers are permitted to bring USB memory sticks, laptops etc from home providing that they have an up-to-date antivirus in use at home. DECS provides McAfee for home use and there are other freeware options available. Note: software will be in place to ensure students do not bring inappropriate files to school via usb flash drives and this may also affect staff. An override password is available if necessary, but to avoid problems use a flash drive containing only school documents.

### ***Supervision***

Teaching staff are primarily responsible for monitoring ICT usage of students, including prevention of vandalism, cyber bullying, excessive web access, inappropriate websites, and so on. Students must not be permitted to use ICT resources without supervision. In cases where ongoing monitoring is required the ICT Admin can help but the first responsibility lies with the teacher.

### ***Out of Hours Online Behaviour***

Staff should be mindful of maintaining a professional online presence, both as role-models to students and as representatives of the school. Staff must not post any publicly available content on social sites such as Facebook, Livejournal, Wordpress, Myspace etc, which would tarnish their professional reputation or harm the reputation of the school in any way. In addition, staff are not permitted to socially contact students through such websites, or chat programs for example, by adding students as “friends” on Facebook. This is in breach of the DECS policy Protective Practices for Interactions with Students.

<http://www.decs.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf>

## **Student Responsibilities**

### **Accounts**

Students will be provided with a computer account and an internet account. Junior Primary students also have access to a shared account for their classroom. Students should start using their individual account as soon as they can manage as this is the best way to protect their data from accidentally being overwritten by a shared user. Staff can access these student folders.

### **Passwords**

Students will be assisted in choosing a simple, memorable password which will be the same for both their accounts. Students must not share their passwords or use another student’s account. If the teacher suspects that an account has been shared, the teacher shall arrange for a new password to be chosen and for the account to be reset by the ICT Administrator. A student seen to be persistently obtaining other student’s account details must be subject to disciplinary procedures.

### **Documents**

Student work and documents should be saved in the H:\ drive which is a private folder belonging to the student’s account. Copies should be saved in the P:\ drive for sharing with the teacher or other class members.

### **Devices from home**

Students are not to bring electronic devices from home unless for the purpose of transporting homework. They must not bring mp3s or burned CDs from home as this could violate copyright laws.

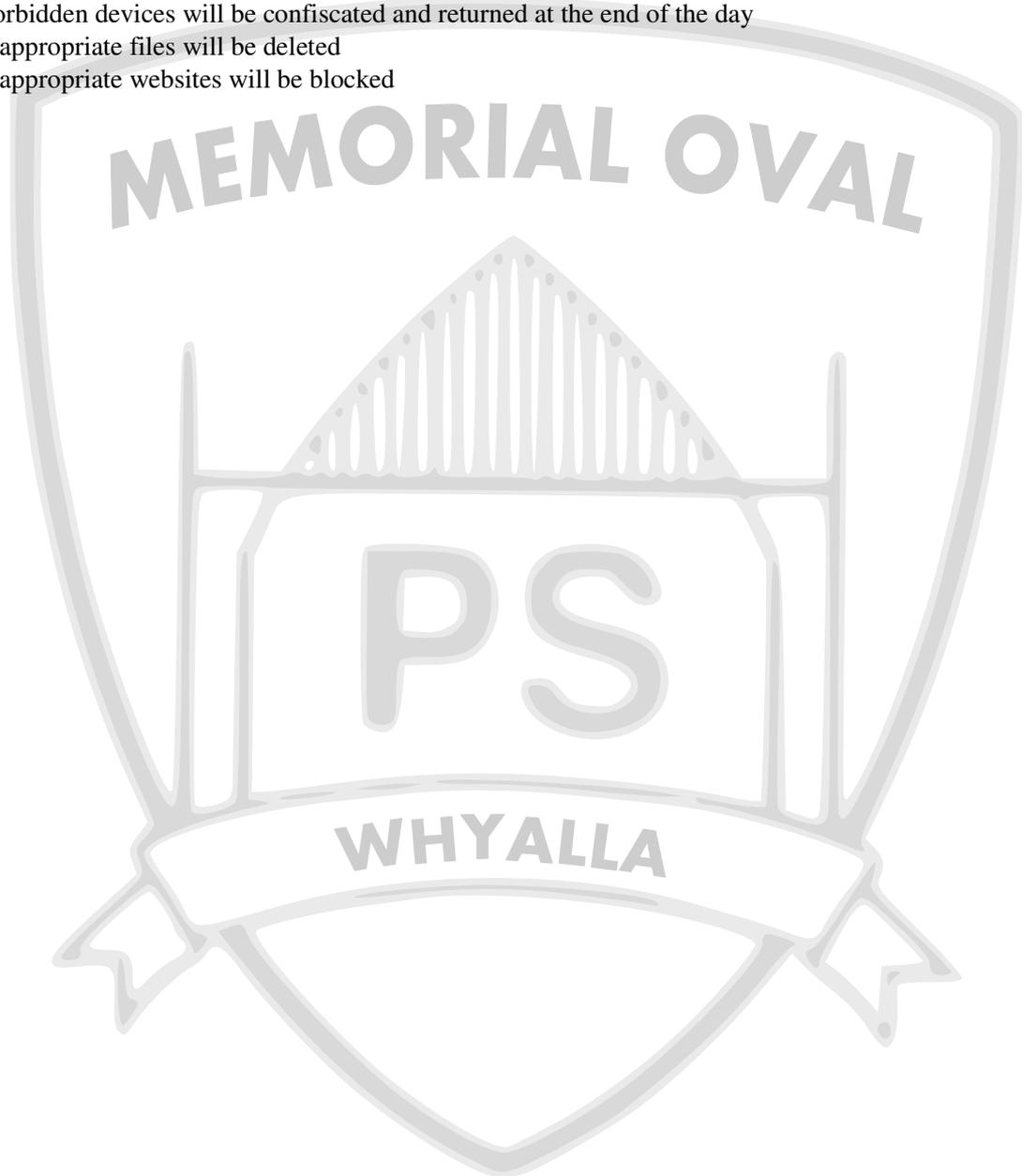
### **Consequences**

Staff that fail to follow MOPS and DECS ICT policies will be initially warned and counselled with regards to appropriate usage and behaviour. Continuing misconduct will be referred to Leadership for review and further action.

Students that fail to follow MOPS and DECS policies with regards to ICT will be subject to disciplinary action including but not limited to the following:

- First offence: Warning and advice on incorrect behaviour

- Second offence: Internet Ban, Email Ban for one or two weeks
- Third offence: Internet Ban, Email Ban, note home to parents
- Fourth offence: Computer use will be restricted to offline computer only or alternate work will be found
- Access may be denied to headphone usage
- Suspension from ICT Activities
- Suspension from school
- Parents/guardians will be invoiced for repairs to any vandalised/damaged equipment
- Forbidden devices will be confiscated and returned at the end of the day
- Inappropriate files will be deleted
- Inappropriate websites will be blocked



## **Student Usage Agreement**

### **I agree to use the computers in a safe and responsible manner.**

- I will get permission from a teacher before using a computer or other ICT equipment.
- I will only use a computer while under supervision
- I will only log on with my own account or with my classroom's account.
- I will obtain permission from the teacher before accessing the internet.
- I will complete my work and check with the teacher before using a computer for non-curriculum use.
- I agree that personal use of ICT facilities is a privilege and not a right.
- I will ask the teacher to check my work and obtain permission before printing anything
- I will save all my work in my H:\ drive and place a copy in my class folder on P:\ drive when requested by my teacher.
- I will not cause damage to, or otherwise interfere with, any ICT equipment
- I will not install any software, download any music, or view any videos online without permission.
- I will not bring mp3 players, iPods, or other handheld devices from home and attempt to connect to school computers
- I will use flash memory sticks only for transporting homework to and from school, and will obtain permission from the teacher first.
- I will not eat or drink in the Computer Room or while using any other ICT facilities.
- I will not post my name, age, address, or any other personal information to any website.
- I will watch my usage carefully and not go over my quota, which is 20 megabytes per week.
- I agree that my computer usage may be monitored by staff and the ICT Administrator.

### **I agree to respect other users**

- I will not use images of other students/staff without permission
- I will not access other users' files, or copy their work without permission from the teacher
- I will not try to find out other users' passwords
- I will not bully other users via email or through any other use of ICT facilities
- I will not use copyrighted material in my work
- I will not interfere with the shared files on the P:\ drive

### **I agree to ask for help if I am ever having computer problems**

- I will report any problem or equipment damage straight away to the teacher even if it was not caused by me.
- If I receive an upsetting email or view an upsetting website I will show the teacher straight away.
- I will request new content to be reviewed and placed on the intranet rather than looking for games and wallpapers myself.

### **Consequences for failing to follow this agreement include but are not limited to:**

- First offence: Warning
- Second offence: Internet Ban, Email Ban for one or two weeks
- Third offence: Internet Ban, Email Ban, note home to parents
- Fourth offence: Computer use will be restricted to offline computer only or alternate work will be found
- Access denied to headphones
- Suspension from ICT Activities
- Suspension from school
- Parents/guardians will be invoiced for repairs to any vandalised/damaged equipment
- Forbidden devices will be confiscated and returned at the end of the day
- Inappropriate files will be deleted
- Inappropriate websites will be blocked

# Parental Permission

## Information

### About MOPS ICT and Internet

MOPS provides computer access and our computer room, library and classroom computers are all connected to the internet. Access is only possible to students who have been supplied with an account. Internet access and email may be provided when necessary. Each class has access to a digital camera and students may take pictures of events or activities that they are involved in. Students also have access to headphones, printers, and other ICT equipment.

### Filtering

DECS has provided web filtering; the students' use is monitored and manual updates are made to the filter. However due to the breadth of content available on the Internet there is no guarantee that all unsafe material will be blocked. All efforts are made to provide a suitable internet experience for students.

### Safety

Internet safety is taught and encouraged; this means not giving out personal details on websites or in emails. Also cyber-bullying is forbidden. Students use ICT facilities while under supervision, and in the computer room students can be monitored by the teacher using software which displays their current activities either in summary form or directly showing what is on the student's screen.

Return Slip

----- ✂ -----

Parent/Guardian Section

---

I \_\_\_\_\_ hereby grant/deny the following permissions for my child \_\_\_\_\_

- Individual photographs may be taken and used/published
- Group photographs may be taken and used/published
- Internet Access via EdPort (DECS supplied content filtered internet)
- Email Access via EdMail (DECS supplied email)

**I agree that I have read and discussed the Student Usage Agreement with my child \_\_\_\_\_ and will support the application of these rules.**

Signed \_\_\_\_\_

Student Section

---

**I agree that I have read and understood the Student Usage Agreement and that I will obey these rules.**

## Appendix

### Definitions

#### ICT facilities

ICT facilities include, and are not limited to: computers, webcams, printers, data projectors, internet access, email access, headphones, speakers, and different software packages installed on computers.

#### Personal use

This refers to use of ICT facilities not directly related to class activities, including but not limited to:

- Listening to approved music
- Using the internet to research topics of personal interest such as skateboards, rock bands, games, characters, TV shows, cars, housing, jobs, etc where such research does not directly relate to a class activity
- Playing games / drawing for fun / pivot animation for fun / Google earth for fun
- Checking / writing personal emails
- Browsing the internet

#### Curriculum use

This refers to use of ICT facilities which are directly related to class activities, including but not limited to:

- Researching a particular topic approved by the teacher
- Using a software application as instructed by the teacher
- Printing completed work when approved by the teacher
- Writing / printing handouts or other documents required for class activities
- Researching materials in order to use them with a class activity
- Installing approved educational or otherwise appropriate software on computers

#### Inappropriate Use

This refers to any use of the ICT facilities that violates MOPS or DECS policies, or goes against the principle of fair and equitable use. For example:

- Excessive or unauthorised use of printing, internet browsing, email, and other personal use. This means a level of personal use which interferes with the completion of curriculum activities, or interferes with the ability to perform one's job. This can also refer to use without the teacher's permission. Lastly this can refer to printing copies of documents when using the photocopier would have been more appropriate.
- Downloading and/or installing unauthorised software
- Downloading excessive amounts of music, videos or other large files which use an unfair amount of bandwidth
- Bullying via email and/or on-screen typing (for example in a word document)
- Damage, due to misuse or vandalism of ICT facilities including physical damage and intentionally accessing viruses, Trojans, spy-ware and similar.
- The access, transmission, retrieval, storage and/or display of:
  - Sexually explicit or other adult oriented material including foul or insulting language;
  - Hate speech or offensive material;
  - Material regarding illicit drugs or violence;
  - Material regarding criminal skills and/or illegal activities;
  - Material of a defamatory, discriminatory or harassing nature;is strictly forbidden if that material does not form part of a legitimate educational inquiry.
- Unauthorised use of another person's account either to log in, or to access the internet
- Inappropriate use of copyrighted material without being mindful of fair use. For example directly copying the work of other persons without reference to the original author, use of copyrighted music, and so on.
- The use of MOPS ICT facilities for the purposes of business or commerce.

- Connecting unauthorised devices to MOPS ICT facilities such as MP3 players, personal USB flash storage.
- Bringing digital music from home e.g. mp3, m4a, wma, ogg and aac files, burned CDs which are not backups of existing legitimately owned CDs.
- Using the internet for social interactions between staff and students.

