

Information & Communication Technology Policy

The Hazard - Information and Communication Technology

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops;
- Mobile devices such as mobile phones and tablets;
- Applications such as email and the internet;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording devices, iPods, mp3 players and related software; and
- Scanning and copying machines.

Devices and Information System can create potentially hazardous situations in the event they are used inappropriately and/or illegally.

Firbank Grammar's Policy

Students have the right to learn in a safe environment, including when they have access to technology to enhance their learning. Firbank is committed to the responsible and educational use of technology and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:

- The use of technology be managed through a 'whole of school community' approach involving students, staff and parents/carers;
- Technology education strategies be implemented within the school on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use;
- Staff establish positive role models in use of technology;
- Appropriate use of technology; and
- Our Technology policy is reviewed on an annual basis against best practice.

Technology Misuse Prevention Strategies

Firbank recognises that the implementation of whole of School prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of technology within our community.

The following initiatives form part of our overall Technology strategy:

- A structured curriculum that provides age appropriate information and skills relating to technology use to students;
- Education, training and professional development of staff in appropriate technology use;
- The regular provision of information to parents/carers to raise awareness of inappropriate use of technology as a school community issue;
- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- All student login details and passwords are kept confidential to prevent others accessing their accounts;

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- Access to school networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection;
- Students are required to acknowledge and/or sign and abide by Firkbank's Technology Guidelines and Agreement which specify details of inappropriate usage.
- Inappropriate usage by students includes:
 - Participation in non-educational activities such as the purchase and/or sale of products or services in formal lessons;
 - Illegal activities such as threatening the safety of others or engaging in criminal activity;
 - Tampering with or damaging computer hardware or software; and
 - Making, installing or downloading copies of software that is not licensed by the school.
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of technology and suspected technical security breaches must be immediately reported for investigation;
- Appropriate copyright clearance is sought and the source of any information used or published is acknowledged, to avoid plagiarism;
- The School reserves the right to monitor, traffic and review all content sent and received on the School systems;
- Breaches of acceptable usage of technology will result in disciplinary action;
- Regular risk assessments of inappropriate technology use within the school;
- Records of reported incidents of technology misuse are maintained and monitored in order to identify persistent offenders and to implement targeted prevention strategies where appropriate;
- Statements supporting appropriate technology use are included in students' school diaries; and

Staff Responsibility

All staff are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are provided with the ICT guidelines in their School Diary;
- Be vigilant in monitoring students when using equipment and devices;
- Reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others;
- Assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of technology;
- Deal with all reported and observed incidents of inappropriate technology use in accordance with this policy; and
- Ensure that any incident of inappropriate technology use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;

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- Student ICT Agreement;
- Effective student supervision;
- Effective supervision and monitoring of school networks;
- Regular inspection of equipment;
- Effective incident reporting procedures;
- Effective management of incidents of inappropriate technology usage when reported and/or observed;
- Regular risk assessments with respect to inappropriate technology usage;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

Discipline for Breach of Policy

Where a staff member or student breaches this policy Firbank Grammar may take disciplinary action.

Related Policies/Documents

Student ICT Agreement

Bullying Prevention and Intervention Policy

Cyber Safety Policy

Social Media Policy