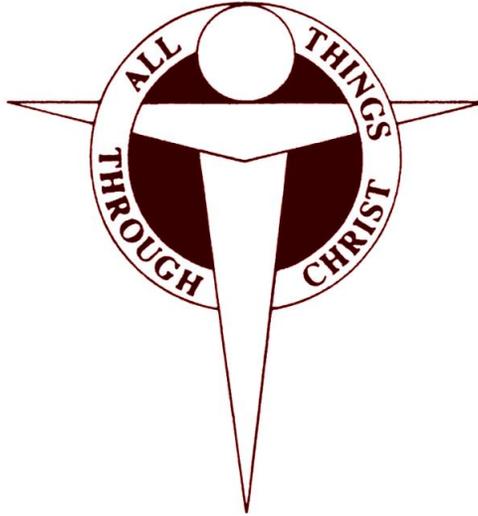


# *Waikerie Lutheran Primary School*



## ***Information and Communication Technology Policy***

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Updated: January 2017

***This policy, it's appendices and scope and sequence should be reviewed by staff biannually.***



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**Next review date – Term 4 2018**





# Appendix

Appendix A – Infringement Procedures

Appendix B – Cyber Safety and ICT Policy Agreement

Appendix C – School Agreement

Appendix D – Passcodes/Accounts Form

Appendix E – Home Agreement Suggested Clauses

Appendix F – iPad Rollout Letter/Order Form

Appendix H – Insurance Agreement

Appendix I – Core Apps List – Students (1 to 1 devices)

- Class iPads

Appendix J - Copyright Licensing/Regulations

Appendix K – Scope and Sequence Document (draft)

## Rationale

Information Technology is an integral part of our society and culture and access to the information available, and to our global community, relies upon students developing the necessary skills and understanding to become effective and discerning users. Through ICT's the majority of the global knowledge base can be made immediately available to those who can effectively find it with the help of Information Technology.

## Purpose/Philosophy

Waikerie Lutheran Primary School (herein called WLPS) is committed to empowering and engaging students to become life-long learners through creating, shaping, selecting and using Information and Communication Technology (herein called ICT) appropriately within the global community in which we live.

This policy reflects the values of and philosophy at WLPS in relation to the teaching and learning of, and with, ICT's. This document is intended for

- All teaching staff
- All staff with classroom responsibilities
- Students
- School Council
- Parents/Guardians
- Office/Administration Staff
- Any users of ICT within the school grounds or for school purposes

It aims to set out a framework and guidelines by which all those parties mentioned above can operate, plan, teach and assess. This document should be read in conjunction with both the Australian National Curriculum, which sets out how ICT should be integrated into the everyday curriculum to enhance student learning and the WLPS ICT Scope and Sequence Document (Appendix K).

At WLPS, the scope and sequence for ICT skills is reviewed as technology develops and changes, however the pedagogy (teaching theory) behind the skills, attitudes and concepts, does not. The ICT Scope and Sequence of WLPS is based on the following pedagogy:

- **Inquiring with ICT**
- **Creating with ICT**
- **Communicating with ICT**
- **Ethics, issues and ICT**
- **Operating ICT**

See ICT Scope and Sequence Document for further details.

Copies of ICT Policy are kept centrally on the server and are available to all of the above parties on request.

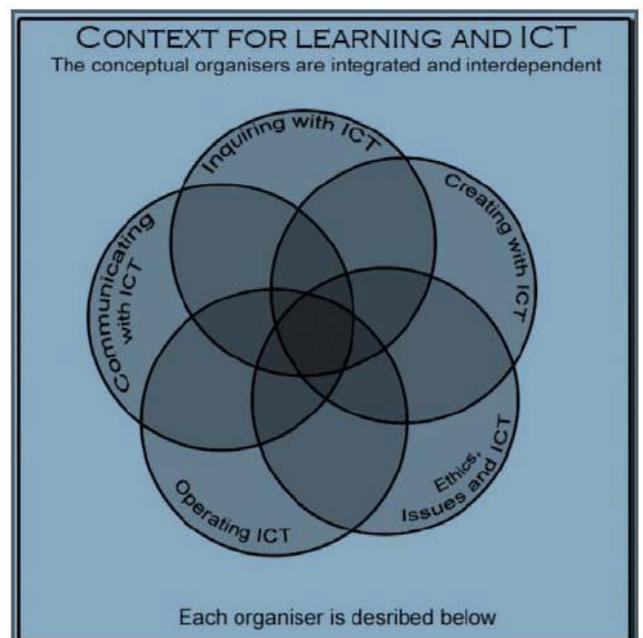


Figure 1: The relationship between the conceptual organisers of ICT

## Definitions

**'ICT'** refers to the school's computer network, internet access facilities, Wi-Fi, computers and all other equipment and devices as listed below and any similar devices and technologies:

- Computers/laptops/notepads
- File Storage devices and systems eg USB, drop box, flash memory devices, hard drives
- Social networking sites and apps
- Phones
- CD's/DVD's
- iPods, iPads
- MP3 players
- Cameras, webcams, video, audio players/receivers
- Gaming consoles eg DS, Play Station
- Apple TV

**'Cyber-safety'** refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'Trolling'** and cyberbullying are sometimes used to mean the same thing, but they're actually a little different. Cyberbullies target someone and repeatedly attack them, while trolls set out to annoy whoever they can. Trolls want to provoke a reaction or response and it's often not a personal attack because they don't really care who they upset.

**'School and preschool ICT'** refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

**'Social Networking'** describes a variety of services like Facebook, YouTube, Snapchat, Instagram, World of Warcraft, Moshi Monsters, Twitter, Skype, Minecraft and many others.

(<http://www.cybersmart.gov.au/Schools.aspx>)

(<https://esafety.gov.au/about-the-office/resource-centre/brochure-parents-guide-to-online-safety>)

## Statement of Teaching and Learning

Any ICT device in this educational setting must be used as a tool for learning. Therefore, teachers/staff and students alike must analyse their use of any device to determine the worth of its involvement, in terms of how well it is able to fit the aims and objectives of individual lessons. Like other learning tools, ICT's are used for the educational purposes they best suit, which means at various times, traditional ways of teaching may suit the intended outcome of the lesson better without any ICT use.

As with the use of all resources at WLPS, the use of the school network and ICTs is not a right, but a privilege, and, as such, carries the responsibilities outlined in this policy and the school user agreement.

### **Aims**

New and emerging technologies provide exciting opportunities. They are effective and powerful teaching and learning resources and tools for both staff and students at WLPS to:

- enable students to develop the skills necessary to become autonomous, independent, creative and confident users of ICT as both a learning and enjoyment tool
- enhance their inquiries, knowledge and understanding of topics and the world quickly and easily, as required
- access the global community and its complex communications systems
- be used as a learning support tool and cater for a diverse range of learning needs and disabilities
- develop, maintain and maximise the links between school, home/parents, local community and global community
- support teaching, learning, creating and management across the curriculum and school

### **Objectives**

In order to fulfil the above aims it is necessary for the WLPS community to ensure:

- all students have access to a range of ICT resources
- ICT experiences are used to foster and enhance learning experiences
- student's experiences are monitored and evaluated
- the National Curriculum ICT strands are integrated and given appropriate coverage
- cross curricular links are formed and enhanced, wherever possible
- a systematic progression and the continuity of skills taught are maintained throughout year levels and the school
- all staff skills and knowledge are maintained and developed as required
- resources are used to their full potential
- resources and equipment are maintained and kept up to date as much as possible

## ICT Resources

### 2017 ICT Access Arrangements

**Foundation – Year 3:** Will have access to Pod sets of iPads.

**Years 4 -7:** iPads will be rolled out as a 1 to 1 device (either as a BYOD (Bring Your Own Device) or Buy outright method) to the Year 4-7 students.

The school also maintains the following ICT resources and allows students/classes/teachers access and use as required, and upon booking:

- 24 Mac Book laptops
- Staff laptops in classrooms
- 8 iPods
- iPad pods (5x sets of 5 iPads)
- Apple TV within all classrooms
- Data projectors within all classrooms
- Wireless Printer x2 (upper primary classes mainly)
- Konica Photocopier

### 1 to 1 iPad Purchase

With the belief that ICT is an integral part of our society and culture, WLPS has rolled out 1 to 1 iPads for Year 4-7. In order to effectively roll this out and make ICT accessible to all students, WLPS offers the following options:

- BYOD (Bring your own device)
- Buy Outright

### iPad Insurance

Insurance can be purchased by families in Years 4-7 who have 1 to 1 iPads. Please note that all insurance available comes with an excess. Further details on the insurance cover and insurance agreement and can be found in Appendix H – Insurance Agreement.

## **School Server Access**

The school server and Mac server have been set up as an educational resource/tool and hence are only to be used to store educational resources and materials.

- Students only have access to the student drive and Mac Server
- T:// - All staff have access via passwords to both the student and staff drives
- G:// Administration, ICT Coordinator and The Principal are the only staff members that have access via passwords to the administration drive

## **Roles & Responsibilities regarding ICT at WLPS**

### **Principal**

The overall responsibility for the use of ICT rests with the Principal of the school who will appoint an ICT Coordinator. The Principal in consultation with the ICT Coordinator and the Business Manager:

- ensures that ICT is used in a way to achieve the aims and objectives of the teaching, learning and administration within the school
- determines the ways ICT should support, enrich and extend the curriculum
- decides the provision and allocation of ICT resources
- decides ways in which ICT developments can be assessed and improved
- decides ways in which digital records are maintained
- ensures that there is an up-to-date ICT policy and any amendments are made known and published for the school community

### **Business Manager**

The Business Managers role is to support the ICT needs of the school from a financial and business perspective in consultation with the Principal and ICT coordinator.

The Business Manager will be responsible for:

- collaborating with the ICT Coordinator and Principal to assist in the development of an ongoing ICT upgrading and replacement plan for the school
- financially providing support for ICT requirements necessary for staff to perform their duties effectively and efficiently
- liaising with the ICT Co-ordinator and the ICT support companies for Administration purposes/needs to ensure the efficient functioning of the day to day ICT needs
- supporting the ICT Co-ordinator to facilitate efficient functioning of day to day ICT needs for educational purposes

## **ICT Coordinator**

There is a designated ICT Co-ordinator to oversee the planning and delivery and maintenance of ICT within the school.

The ICT Co-ordinator will be responsible for:

- raising standards in ICT as a National Curriculum subject
- facilitating and prompting the use of ICT across the curriculum, in collaboration with all teachers
- providing or organising training to keep staff ICT skills and knowledge up to date
- advising colleagues about effective teaching strategies using ICT
- managing and keeping track of equipment
- keeping staff updated with procedures and policies
- purchasing resources after consultation with Principal and Business Manager
- monitoring the delivery of the ICT curriculum and reporting to the Principal on the current status of the subject
- overseeing ICT educational programs running within the school
- assisting the Principal in ensuring that there is an up-to-date ICT policy
- rolling out iPads for the following years' students at the beginning and end of each school year
- deploying apps to iPads
- providing all parents with ICT documents and agreements at the beginning of each school year
- keeping ICT updated and maintaining the everyday running of ICT within the school in conjunction with the ICT provider/s and Business Manager
- supporting the Business Manager to facilitate efficient functioning of day to day ICT needs for administration purposes

## **The Classroom Teacher/Support Staff**

The classroom teacher will be responsible for:

- planning and integrating ICT to ensure full coverage of the ICT Curriculum requirements in line with the ICT Policy and Scope and Sequence documents
- analysing and assessing students' work
- observing ICT teaching and learning in the classroom
- ensuring students use ICT in a safe and acceptable manner in clear view of staff, regularly monitoring students access to the internet
- monitoring screen time throughout the day
- regularly check ICT (iPad) settings to ensure correct and safe settings are in place
- informing and teaching students ways in which to be Cyber Safe at the beginning of each school year
- creating an ICT Essential Agreement within the classroom at the beginning of every school year
- providing parents with a copy of the ICT Essential Agreement for their child's classroom
- reporting any inappropriate material or use of ICT immediately to school ICT Co-ordinator/Principal

## **Students**

The student will be responsible for:

- undertaking lessons on Cyber Safety at the beginning of each school year
- discussing and creating an Essential Agreement in consultation with the class and teacher
- using ICT in a respectful and responsible manner for educational purposes and in accordance with the class Essential Agreement and WLPS ICT Policy
- reading, understanding and adhering to the ICT Policy, iPad School Agreement
- returning completed ICT agreements and forms before using ICT at WLPS
- reporting any inappropriate material or use of ICT immediately to class teacher/ICT Co-ordinator or Principal

## **Parents**

The parent will be responsible for:

- taking an interest in what children are doing with regards to ICT, asking them to regularly have a show and tell time with you
- working with the school to ensure that all safety measures and filters are in place for children's cyber safety and general safe use of ICT
- discussing WLPS's ICT policy with children, plus ensuring that they are fully aware of and understand its contents
- discussing with children what it means for children to be respectful and responsible ICT user/s
- creating an ICT Home Agreement (see Appendix E for suggestions) which is shared with the class teacher
- reading, signing and returning the appropriate ICT documentation at the beginning of each school year
- looking out for and reading any amendments made and published for parents to view with regards to the ICT policy

## **Cyber Safety**

WLPS aims to use the internet discerningly, as this tool is an essential part of learning in the present and for the future, and ICT's are an invaluable tool to teachers and students alike. It is essential for students in Year 4, Year 5, Year 6 and Year 7 to have access to Internet Search Engines (eg. Google, Yahoo, etc). It is imperative that students learn how to search for information with these tools, as they are presently the current way to access the internet and will be within the next decade. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer or ICT device used at school. With this in mind staff, students and parents will take the following precautions to avoid and prevent this from occurring:

## School

- Filters (Web shield) will be used in order to block and minimise student access to inappropriate materials and social media and networking sites via the internet (see Internet Use heading for further break down of restrictions).
- Students will undertake in-class lessons regarding cyber safety at the beginning of each year and create class essential agreements for using ICT.
- Students will access materials through *Cyber safety community workshops and resources* at [www.cybersmart.gov.au/](http://www.cybersmart.gov.au/) that have been provided by the federal government during in-class Cyber Smart lessons as a part of the *ICT Scope and Sequence*(Appendix K).
- Cyber Safety Agreement forms (see Appendix B) will be sent home and signed by all students and parents at the beginning of each school year before ICT is used within the classroom by any students.
- Years 4-7 students will receive a School iPad Agreement (see Appendix C) at the beginning of each year stating the restrictions settings that must be in place at school to assist with the safe use of iPads within the school setting. This must be signed by parents and students and returned before iPads can be utilised at school.
- WLPS will request the restriction codes of all iPads in order for staff to regularly check the settings and maintain the safe use of iPads while in the school setting.
- The principal will discuss in depth the Cyber Safety Agreement form with the Year 4/5/6/7 students at the start of each year. If possible, a police officer may be invited or another speaker to add a level of importance to the conversations at this time.
- All staff must accept the terms of the 'ICT policy' before using any Internet or ICT device/resource at WLPS.
- All staff will be refreshed on the ICT policy at the beginning of each school year and have regular access to the policy throughout the year.
- Staff will implement disciplinary action as per the policy and class Essential Agreement if students are not being cyber safe and using ICT appropriately.
- If staff or pupils discover any inappropriate material or unsuitable sites the URL (address) and content must be reported as soon as possible to the Internet Service Provider via the ICT Co-ordinator/Principal.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use at WLPS is allowed.
- WLPS will inform parents of any changes to the ICT Policy in writing.
- ICT Policy will be reviewed biannually or as ICT requirements and status changes.
- Staff will re-sit an online safety course through [www.cybersmart.gov.au/](http://www.cybersmart.gov.au/) biannually.

## Parents/Students

Along with the suggested responsibilities listed earlier parents and students will:

- Read the school ICT policy and listen and learn about the safe use of technology. Parent resources are available at [www.cybersmart.gov.au/](http://www.cybersmart.gov.au/).
- Review and sign Cyber Safety Agreement forms (see Appendix B) that are sent home at the beginning of each school year before students have access to any ICT within the classroom.
- Receive (Years 4-7 students) a School iPad Agreement (see Appendix C) at the beginning of each year stating the restriction settings that must be in place at school to assist with the safe use of iPads within the school setting. This must be signed by parents and students and returned before iPads can be utilised at WLPS.
- Give restrictions codes of all iPads used at school to the class teachers in order for the school to check the settings and maintain the safe use of iPads while in the school setting.
- Create a Home iPad Agreement for Years 4- 7 (see Appendix E for suggested areas to include) between parents and students to ensure that the device is used appropriately at home and that no inappropriate and private materials are being stored and brought to school on the device. A copy of this agreement will need to be forwarded to the class teacher at the beginning of each school year.
- Report the URL (address) and content of inappropriate or unsuitable material associated with educational work from school. It must be reported to the class teacher/ICT Co-ordinator and/or Principal as soon as possible.
- Be offered the opportunity to attend an *ACMA Cyber Safety community workshop*.
- Support the school in implementing appropriate safety measures and action for the safety of all students using ICT's.
- Discuss the fact that there are some websites that are unsuitable and contain inappropriate material.
- Discuss ways in which to respond and deal with inappropriate material.
- Remind child/ren never to give out personal information or arrange to meet with someone online. Inform and remind them that people are not always who they say they are online.
- Keep or use ICT device in a communal area of the home (away from bedrooms) and be vigilant in regularly monitoring website history logs.
- Monitor your child/ren's screen time and be aware of excessive hours spent on the internet and ICT devices in general.

## Internet Use/Access

### Websites/Images and YouTube /God Tube

**Foundation – Year 1** - Teachers may use previously viewed and deemed appropriate clips/sites within the presentation of their lessons. Access may be given to students by either specific web searches/URL addresses/links or QR codes only.

**Year 2 –** Students may only access clips/sites that have been previously viewed and deemed appropriate by the teacher. Access may be given to students by either web tab (not image searches) searches/URL addresses/links or QR codes only.

**Year 3/4/ 5 –YouTube and GodTube** - Students may only access clips/sites that have been previously viewed and deemed appropriate by the teacher. Access may be given to students by either web/URL addresses/links or QR codes.

- **Websites/Images** - Students may only search with teacher permission and under supervision and visibility of the teacher. Classes will discuss and learn about search techniques and copyright laws before doing so. (see Copyright regulations - Appendix J and Scope and Sequence Document - Appendix K)

**Year 6 – Year 7 – YouTube and GodTube** - Students may only access with the permission of the teacher, in clear view of teachers and accordance with the classroom ICT Agreement.

**Websites/Images** - Students may only search with teacher permission and under supervision and visibility of the teacher. Classes will discuss and learn about search techniques before doing so. (see Scope and Sequence Document Appendix J)

### Movies

If teachers wish to show movies within the classroom as part of student learning then the following applies:

- Movies rated G are suitable without parent permission
- Movies rated PG require a signed permission slip from parents before students are able to view

## Email

**Foundation to Year 3** – Have no need to access individual emails at school. It is expected that if an email is needed that a class email or teacher's school email be utilised.

**Years 4 – 7** - Students may at times be required to utilise email. Students have access to a school email account if necessary. If they wish to use another account this will need to be negotiated, checked and signed permission granted from the class teacher and parents.

Pupils must immediately tell a teacher if they receive offensive or inappropriate e-mails or images.

Pupils must not reveal personal details of themselves or others, such as address or telephone number, or arrange to meet anyone in E-mail communication.

## Printing

All students and WLPS ICT devices have access to printing facilities via one of the following:

- Konica photocopier
- Wireless printers

Students may print for educational purposes only and only with the teacher's permission. Limited colour printing is available for students' published work, subject to teacher discretion and permission.

## iPads/Mac Books

### Home

- As the iPad is a home school device, students are able to utilise their device at home under the guidance and discretion of parents. WLPS takes no responsibility for this and suggests that clear boundaries be set as an integral part of your family's home agreement.
- A home essential agreement is to be created at the beginning of each new school year and updated as parents see fit.
- Students are to charge 1 to 1 iPads ready for each day and bring them to school daily.
- 1 to 1 iPads being sent to school must be in a sturdy case with a protective lid. (These can be supplied by the school at a cost to the parents. Please speak with ICT Coordinator/Senior Management).

## School

- Students must adhere to the ICT Policy and class Essential Agreements when using any ICT devices at school and for school purposes.
- WLPS requests that all students in Years 4-7 have a 1 to 1 iPad as an educational tool for learning (the school offers BYOD and outright purchase as options for parents in order to implement this – see Appendix F – iPad Roll Out Order Form).
- School iPad pods/1 to 1 iPads and Mac books are to be utilised solely for educational purposes within the school grounds and used in a respectful, responsible and cyber safe appropriate manner.
- Students are to respect the files of other users and not delete any files belonging to other students.
- Students are to respect the Apps and settings (including screen savers) on all iPads/Macbooks and not delete or change them without parent or teacher consent.
- iPads are not to be taken out of school bags on the trip to and from school, particularly those students travelling on buses or walking to school. On arrival at school they must stay in school bags until the bell goes and students are asked to enter the classroom with their belongings.
- iPads are not to be taken out of the classroom without teacher permission.
- iPads are not to be taken on excursions or camps unless school or teacher permission has been granted.
- iPads and other ICT's are not to be used by students without teacher permission.
- Students are not to interfere or touch anyone else's iPad or ICT device unless authorised by the teacher.

## Apps/Software

### Home

- As the iPad is a home-school device, students are able to download Apps onto their device at home under the guidance and discretion of parents. WLPS takes no responsibility for this and suggests that this be an integral part of your family's home agreement.
- Apps that have been installed for home use must be placed in a separate folder and not accessed at school without teacher permission.
- Parents/students are occasionally requested to download school requested Apps promptly so that staff and students may utilise them. If they have difficulty doing this, due to internet access, they may come in and use school Wi-Fi before or after school. On a majority of occasions apps will be deployed from the school to individual student devices.
- Software updates must be regularly monitored and done promptly. If families have difficulty doing this, due to internet access, they may come in and use school Wi-Fi before or after school.

## School

- While the iPad is utilised for educational purposes and is on school premises all filters and settings must be in place as per the School iPad Agreement (see Appendix C).
- Student's iPads will be enrolled onto the school server so that student usage may be monitored and the core list of apps required for school will be deployed to each iPad. Apps are purchased by the school at a bulk educational price. Some apps may be at a cost (these will be invoiced to parents) while others are free.
- Staff will examine and determine the educational benefits of all Apps before they are used at school.
- As Apps are an ever evolving technology staff will revise the school list of core Apps regularly.
- The school may occasionally require additional Apps to be downloaded during the course of the year (however this will be kept to a minimum). Parents and students will be notified of this via a written note.
- At the end of Year 7 or upon leaving WLPS iPads will be unenrolled and app licences that have been deployed for educational purposes will be removed.

## Social Networking sites and Apps

### Home

- WLPS does not encourage the use of social networking for Primary School students either in or out of school as most of these sites have an age restriction of 13 + and often enable bullying- like behaviours.
- As the iPad is a home-school device, students are able to use their device at home under the guidance and discretion of parents. WLPS takes no responsibility for this and suggests that this be an integral part of your family's home agreement.

### School

- The majority of these apps and sites (including iMessage, Facebook, Snap Chat etc ), other than and not including Edmodo/Seesaw (class based educational restricted site), have an age restriction of 13 + and therefore do not meet the School Agreement restrictions criteria. WLPS also deem them to have little educational value within the school setting and therefore they should not be used at or during school time at WLPS.
- While the iPad is utilised for educational purposes and is on school premises all filters and settings must be in place as per the School iPad Agreement, (see Appendix C- School Agreement).

- WLPS will become involved and take action accordingly if ramifications as a result of out of school hours use becomes an issue within school hours or we believe parents are not aware of students social networking behaviours (see Appendix A- ICT infringement Procedure).

## **Music Files**

### **Home**

- As the iPad is a home-school device, students are able to download music onto their device at home under the guidance and discretion of parents. WLPS takes no responsibility for this and suggests that this be an integral part of your family's home agreement.

### **School**

- While the iPad is utilised for educational purposes and is on school premises all filters and settings must be in place as per the School iPad Agreement and ICT Policy (see Appendix C).
- Students' music files are not to be accessed without teacher's permission and all songs are required to be examined by the teacher for appropriate content before being accessed by any students.

## **Data/Photos/Recordings**

### **Home**

- As the iPad is a home-school device, students are able to download material and create documents and data/image/recording files on their device for personal use at home under the guidance and discretion of parents. WLPS takes no responsibility for this and suggests that this be an integral part of your family's home agreement.
- If storage space becomes an issue on an iPad that has been purchased for educational purposes the school will ask that you promptly delete personal data in order to make room for educational tasks and data.
- Parents and students alike are reminded that it is illegal to display another person's image publically without their consent.

### **School**

- While the iPad is utilised for educational purposes and is on school premises all filters and settings must be in place as per the School iPad Agreement (see Appendix C).
- Student's home data/photos/recording files are not to be accessed without the teacher's permission and all data/photos/recordings are required to be examined by the teacher for inappropriate content before being accessed.

- Images or recordings of students' work completed for educational purposes by students are the property of the school. In order not to breach the privacy rights of its students, the school will restrict individual parent access to that work or those images that are of their child/children only.
- In those instances where multiple students or student work is on display, the teacher will be responsible for ensuring the privacy of all families is respected.
- If storage space becomes an issue on an iPad that has been purchased for educational purposes the school will ask students to delete personal data in order to make room for educational tasks and data.
- Dropbox may be used as a storage source by students only to store data to a class account where it can be accessed only by teacher permission and for teachers only to assess and print.
- Airdrop is only to be utilised with teacher permission and for educational purposes.

### **Mobile Phones**

- Students are not encouraged to bring mobile phones to school at WLPS.
- If a mobile phone is required for travelling before and or after school hours it must be placed in the front office or given to the class teacher to lock away on immediate arrival at school. It can then be collected at the end of the day.
- Mobile phones are not permitted on camps or excursions.

### **Other ICT's**

- Students are not encouraged to bring other ICT's to school at WLPS.
- If other ICT's are required at school they must be given to the class teacher to lock away on immediate arrival at school. They can then be collected at the end of the day.
- If ICT devices are brought to school for sharing data/images or recordings with other students (eg Newstimes, holiday snaps etc), files are to be examined by the teacher for appropriate content before being shared with other students.
- ICT devices of any sort are not permitted on camps or excursions without teacher permission.
- All ICT's on school grounds must adhere to the WLPS ICT policy.

### **Please Note:**

**As ICT is ever evolving this document may be updated and improved at any stage.**

**This policy, Its appendices, permission forms and scope and sequence documents should be reviewed by staff biannually. Next review date is Term 4 2018**