



# KPS ICT Usage Procedures

## DEFINITIONS

ICT - Information and Communication Technology

## RATIONALE

At Kensington Public School, we support the right of members of the school community to access safe and inclusive learning environments, including digital and online spaces. This document is aligned to the Department's Student Use of Digital Devices and Online Services Policy and outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

## PURPOSE

The purpose of the KPS ICT Usage Procedures document is to ensure that:

- ICTs use does not disrupt the teaching and learning environment for any student or teacher;
- Potential risks to student safety and wellbeing posed by inappropriate use of ICTs can be identified and addressed;
- Students, staff and parents/guardians have a clear understanding of the school's ICT Usage Procedures and personal responsibilities related to the appropriate use of ICTs.

## SCOPE

This document provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

The ICT usage Procedures cover student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This document works in conjunction with the Kensington Public School Mobile Phone Devices Acceptable Usage Guidelines.

## OUR SCHOOL'S APPROACH

At Kensington Public School, the use of digital devices is used primarily for educational purposes as we aim to provide students with essential digital literacy skills they will need for life and work in the future.

During class time, teachers utilise the technology to engage students in learning, to allow students to demonstrate their learning and to achieve relevant curriculum outcomes.

Outside class time, students' access to digital technologies is limited to students who are engaging in extracurricular educational activities that require the use of technologies and to students whose use of digital devices and online services is required for medical reasons or for reasonable adjustments made as a part of a student's individual learning plan.

## RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS/GUARDIANS:

### PRINCIPAL

- Maintain a positive school culture that includes and promotes safe, responsible and respectful use of digital devices and online services;
- Develop and implement school's ICT Usage Procedures and Agreement in consultation with school staff, students, parents and carers;
- Inform staff, including new and casual staff, about school-based procedures;
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school procedures, departmental policy and any statutory and regulatory requirements;
- Support parents and carers to understand the strategies that will promote their children's safe, responsible and respectful use of digital devices and online services;
- Provide teachers and other school staff with support and professional development in appropriate use of digital devices and online services and implementation of the school's ICT Usage Procedures;
- Monitor and periodically review the suitability of the school ICT Usage Procedures and Agreement.

### STAFF

- Model appropriate use of digital devices and online services in line with departmental policy;
- Deliver learning experiences that encourage safe, responsible and respectful use of digital devices and online services. This includes:
  - Establish agreed classroom expectations for using digital devices and online services, in line with this school's ICT Usage Procedures and departmental policy;
  - Identify strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a digital device;
  - Read and abide by the Terms of Service for any online services they use in teaching, including those limiting use by age;
  - Educate students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
- Respond to and report any breaches and incidents of inappropriate use of digital devices and online services as required by school's ICT Usage Procedures, departmental policy and any statutory and regulatory requirements:
  - Report the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements;
  - Work with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse;
  - Follow the school's behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of digital devices or online services
- Participate in professional development related to this policy;
- Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible and respectful use of digital devices and online services. The following resources provide current information:
  - iParent | Office of the Children's eSafety Commissioner <https://www.esafety.gov.au/education-resources/iparent>
  - Digital Citizenship <https://www.digitalcitizenship.nsw.edu.au/>

## STUDENTS

- Use digital devices and online services in safe, responsible and respectful ways, as described in the school ICT Usage Procedures and the Behaviour Code for Students, and support their peers to do the same.
- Abide by the behaviours outlined in Kensington Public School's ICT Usage Agreement.

## PARENTS/GUARDIANS

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services
- Support implementation of the school ICT Usage Procedures, including its approach to resolving issues
- Take responsibility for their child's use of digital devices and online services out of school hours
- Communicate with school staff and the school community respectfully and collaboratively, as outlined in the 2018 School Community Charter.
- Parents/guardians should be aware of the school's KPS ICT Usage Procedures
- Explain the KPS ICT Usage Procedures to their child and sign the KPS ICT Usage Agreement at the start of the school year.

## IMPLEMENTATION OF THESE GUIDELINES

- Teachers will discuss the ICT Usage Procedures with students to ensure they have a clear understanding of the guidelines and procedures;
- The community will be made aware of these procedures through the school newsletter, at P&C meetings and via the school website;
- These procedures will be made clear to all students and their parents seeking enrolment at Kensington Public School.

## UNACCEPTABLE OR INAPPROPRIATE USE OF ICTs

Students who do not follow the procedures and rules set out in Kensington Public School's ICT Usage Procedures document will face logical consequences, as outlined in our Student Wellbeing Procedures and the ICT Usage Agreement document.

## EXEMPTIONS

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal's discretion.

## APPENDIX

KPS ICT Usage Agreement



## KPS ICT Usage Agreement

By signing at the bottom of this page, you are allowing your child to access online educational services and programs and the student agrees to the following behaviours:

- I have read and will abide by the NSW DEC Online Communication Services- Acceptable Usage for School Students <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>
- I understand that taking photos and videos or recording the voice of any individual or group using school devices is not allowed without the express permission of the teacher and all of the individuals being recorded;
- I agree not to post on private and public online platforms any photos, videos or sound recordings of students, staff and visitors of Kensington Public School taken at school;
- I agree that the use of school's devices and the Department's Internet will follow teacher's directions;
- I agree to only use my own portal/internet log-in details and never share those with others;
- I agree not to hack or bypass any hardware and software security implemented by the Department or my school;
- I agree NOT to knowingly search for, link to, access or send anything that is: offensive, inappropriate, threatening, abusive, defamatory or considered a bullying behaviour;
- I agree to report inappropriate behaviour and material to my teacher;
- I agree to stay safe by not giving out personal information to strangers;
- I understand that my activity on the Internet at school is recorded and that these records may be used in an investigation, court proceedings or for legal reasons;
- I agree to inspect the school device prior to each use and to report any damage found to class teacher;
- I agree to handling the ICT devices with care and to store the device appropriately after use;
- I understand that if a school owned device is damaged and the damage is not covered by the manufacturer's warranty, the principal may determine that the student will pay the cost of repairing the damage or, if necessary, the cost of replacing the device. (The warranty covers the manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.)
- I understand that non-compliance with this agreement and associated school rules may result in loss of privilege to use school's devices.
- I understand that I will not be able to access school's devices and Internet until this agreement is signed and returned to school.

Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Student name

in the presence of:

\_\_\_\_\_  
Parent/caregiver name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/caregiver signature