Digital Technology
POLICY

Rationale

The use of digital technologies at Karingal Primary School is to enhance the learning process in a supportive school environment. The school is committed to providing an education that incorporates the positive use of digital technologies and promotes safe and responsible e-learning practice. These practises encompass cyber safety, online privacy, copyright and intellectual property.

Whilst Karingal Primary School endeavours to minimise access to any inappropriate material, through caching, pre-selection of sites, screening programs and staff supervision, it is impossible to control all material on a global network and Karingal assumes no responsibility should a user access inappropriate information. Misuse of the Internet or digital technologies will result in the suspension or cancellation of privileges.

It is important for Karingal Primary School students to develop the skills necessary to become responsible, reliable and respectful users of digital technologies. Students are held accountable and responsible for their actions when using digital technologies and must abide by the User Agreement.

Conditions of use

1. Students will access the Internet with the supervision of a teacher.
2. Karingal Primary School reserves the right to examine all data downloaded from the Internet to ensure all users are in compliance with our policy.
3. Attempting to gain or use another user's ID or personal information will result in immediate suspension of privileges.
4. It is an expectation that student passwords remain secure to themselves and authorised adults ie. Parents, teachers.
5. Karingal Primary School requires that all users assume full liability, legal or otherwise for their actions while online, including the use of Web2.0 tools ie blogging and podcasts.
6. Sending any personal information (full name, address, phone numbers, etc.) on the internet is strictly forbidden.
7. Karingal Primary School will not be liable for the inappropriate actions of users. Inappropriate use will result in the cancellation of privileges.
8. Deliberate damage to digital technologies (infrastructure, software and hardware) shall result in the cancellation of privileges.
9. Karingal Primary School views information gathered from the internet in the same manner as many other reference materials. Users are encouraged to access information that will enhance the learning programs and policies at Karingal Primary School. At all times users are bound by the laws of copyright and plagiarism.
10. Karingal Primary School does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.
11. Karingal Primary School reserves the right to remove any take home privileges relating to XO laptops or other technology programs, if the laptops are regularly left at home.
12. Parents and students will be expected to sign a user agreement.

XO Laptop Guidelines for Parents

- Discuss XO laptop use with your child on an ongoing basis. This is an opportunity to share in your child's learning.
- The XO laptop needs to be brought to school everyday; find a safe way to transport it and develop a routine with your child
- Reinforce safe use of XO laptops (and internet use) at home. Children will be explicitly taught cybersafe behaviours at school.
- It is an expectation that students will share their passwords with their parents for the purpose of monitoring use of the XO laptop.
- Stay informed by reading updates in the school newsletter and on the school website.
- Participate in workshops/information sessions if you would like to further your I.C.T. skills.
- Parents will be informed of any inappropriate use of the XO laptop.
- Set clear expectations with your child for use of the XO laptop at home.

At school:
- Your child will not be online without a teacher's permission
- Your child will not be using their XO laptop at lunchtime or at recess unless there is a specific purpose, for example, taking photos of the gardens/ lunchtime programs etc

XO laptop Guidelines for Students
At school:
- Take care of your XO laptop, it is for your learning.
- Only use your own XO laptop.
- Ask the teacher's permission before taking a photo or video and using the internet.
- Your XO laptop is for learning, not for use at lunchtime, recess or to and from school.
- Tell your teacher if there is a problem with your XO laptop.
- Your passwords are for your use only. They should only be shared with teachers and your parents.

At home:
- Parents can use the XO laptop.
- XO laptops are for learning, parents will check.
- An adult should be present when you are online.
- Only parents may download and delete apps.
- Tell an adult if there is a problem with your XO laptop.

Being responsible for your XO laptop:
- Ensure your XO laptop has enough charge before taking it home.
- Transport your XO laptop in a case or bag.
- Use your XO laptop appropriately. This includes photos, videos and apps.
- Teachers and parents will check your XO laptop.
- Bring your XO laptop to school everyday.

Evaluation:
This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle.

This policy was last ratified by School Council in....	June 2014