



Yarraville Special Developmental School

No. 5278

INFORMATION COMMUNICATION TECHNOLOGY POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

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Certification

School Council President

Signed

Date 31/7/2017

Principal

Signed

Date 31/7/17

This policy ratified at School Council meeting

28/3/17



Yarraville Special Developmental School
Excellence In Learning

INFORMATION COMMUNICATION TECHNOLOGY POLICY

VISION

The future vision we have is of a school where digital technologies are embedded into everyday teaching and learning and where students will have free access to the multitude of digital technologies that are available. Yarraville SDS supports the belief that through Information and Communication Technologies we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology.

To assist and enhance students to gain communication, social skills and independence by inspiring and empowering our schools learning community.

To implement eLearning strategies and technologies to improve student engagement, experience and achievement.

DEFINITIONS

Information and Communications Technology (ICT) at YSDS is defined as any electronic devices or applications which allow a user to access receive record copy or send information as text, images, audio or video. ICT is also the hardware and software that enables data to be digitally processed, stored and communicated.

1. INTENDED USE:

- The ICT Policy has been developed to inform the YSDS School community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective of ICT and guidelines around its use.

1.1 WHO DOES THIS POLICY APPLY TO?

This policy applies to all participants at YSDS Policy including:

- Students and their families/caregivers
- Staff
- Principal Administrators

2. IMPLEMENTATION:

1. There will be an ICT coordinator with a team of teachers to coordinate the ICT program in the school.
2. There will be a Department of Education Specialist technician available for a set amount of hours a week to maintain the ICT infrastructure and address technical issues as they arise.
3. Every student will have an iPad provided for their day to day learning with the appropriate learning apps installed.
4. Every staff member will have an iPad provided with the appropriate apps installed in relation to their leaning area and the communication application Proloquo2Go.
5. The iPads will be centrally controlled using the deployment program "Apple Profile Manager", configured and maintained by the Specialist technician along with assistance from the ICT coordinator.

6. The use of the school's network is subject to the Acceptable Use Procedures. These procedures are intended to be consistent with other school policies including anti-bullying and student welfare.

DETV acceptable use policy :

<http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf>

School profile statement

At Yarraville SDS we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form 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.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)

This

Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- With guidance of school staff always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)

When I use digital technologies (with school staffs help and guidance) I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

Student agreement/licence

Student agreement/licence

(principal or teacher)

acknowledges the commitment of

(student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date

