INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY
Reception to Year 12

The safe and responsible use of ICT at Woodcroft College

Woodcroft College recognises that Information and Communications Technologies (ICT), including mobile devices, are now an integral part of a student's culture and way of life. We also recognise that digital learning will play a valuable and significant part in the education of the 21st Century Student.

Part A - The College
The College aims to:
- Support the rights of all members of the College community to be part of a safe and supportive learning environment.
- Educate our students to be safe and responsible users of ICT.
- Provide appropriate management and supervision within the classroom to monitor and encourage the appropriate use of ICT at all times.
- Provide a filtered and monitored internet service (while acknowledging, at the same time, that full protection from inappropriate content cannot be guaranteed).
- Respond to issues and incidents related to the use of ICT which have the potential to impact on the wellbeing and safety of our students.
- Support parents to understand the importance of safe and responsible use of ICT, the potential issues that surround its use, and strategies that they can implement at home to support their child.

Part B - Student Declaration
When I use all forms of ICT (e.g. iPads, computers and laptops), I agree to do so:

Safely by:
- Protecting my privacy, by not giving out personal details including my full name, telephone number, address, password or images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their written consent.
- Notifying the Network Manager or my teacher of any potential security issues/concerns.
- Notifying my teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful behaviours online.
- Only using online sites which are appropriate and follow age restrictions and seeking parental consent if required.

Respectfully by:
- Carefully considering the content that I upload or post online including images of myself and others.
- Being aware of how my online presence reflects on me.
- Never bullying or harassing others or forwarding/reposting inappropriate, harmful messages or images.
- Respecting the privacy of others by only taking photos or recording sound and/or video at school with consent or if it is part of an approved lesson with teacher consent.
- At all times use respectful words and images when communicating with others.
- Being cautious when using humour and satire in emails and messages as these can be easily misinterpreted.
- Respecting the rights, beliefs and viewpoints of others.
- Handling both student and College owned ICT devices with care.

Find Your Remarkable

Responsibly by:

- Using ICT, including files, programs, email and internet resources for educational purposes only when at school.
- Using Woodcroft College provided email accounts when communicating online at school or for school purposes.
- Notifying the Network Manager or my teacher if I accidentally access inappropriate material.
- Abiding by copyright and intellectual property regulations (I will cite references appropriately and where required seek permission to use images, text, audio and video).
- Not interfering with the College's network systems or security.
- Notifying the Network Manager of any damage or repairs that are required for College-owned devices.
- Only logging onto the network with my personal password and devices, and never letting others use my credentials to log into the College network.
- Not using my school personal password on any external accounts to the College.
- Only accessing online resources through the College network. Personal 'hot spots' (tethering) are not to be used.
- Comply with the respective Junior, Middle and Senior School Mobile Phone policies.
- Comply with the Junior School iPad Policy.
- Ensure I arrive with my device fully charged each day.
- Maintaining a balance in my life when using ICT (I will endeavour to find time to exercise and socialise and reduce the amount of time I am in front of the screen when it is not expected for my academic work).
- Backing up all my work.
- Ensuring 'Automatic Updates' is turned off on student owned iPads and that devices are updated during each school break.
- Using cloud services such as OneDrive etc. to store my work rather than locally on my device.

Part C - Parent Declaration

As the Parent of the student named below I agree to:

- Read through this agreement with my child.
- Support the College in promoting the safe, respectful and responsible use of ICT in accordance with the expected standards outlined in this agreement.
- Take an active interest in my child's online/ICT usage and behaviour.
- Students and Parents are also encouraged to look at the resources on the College website around the use of ICT, Cyber Safety and Cyber Bullying.

Part D - Student and Parent Agreement

Student

I acknowledge that I have read and agree to comply with the terms of the Information and Communication Technologies Responsible User Agreement and expected standards of behaviour set out within this agreement.

I understand that there will be appropriate consequences if I do not behave in accordance with this agreement.

Student's Name (in full): _____

Student Signature: _____   Date: _____
(Year 3 - Year 12 student signature required)

Parent

I/we acknowledge that my/our child and I/we have read and agree to comply with the terms of the Information and Communication Technologies Responsible User Agreement and expected standards of behaviour set out within this agreement.

I/we understand that there will be appropriate consequences for my/our child if they do not behave in accordance with this agreement.

Parent Name (1): _____

Signature: _____   Date: _____

Parent Name (2): _____

Signature: _____   Date: _____

Please complete and return to:

Reception to Year 6: Junior School Reception or jsreception@woodcroft.sa.edu.au

Year 7 to Year 12: Main Reception or reception@woodcroft.sa.edu.au