

 <p>Plenty Kids Early Learning Centre</p> <p>Plenty Valley Christian College</p> 	Title: <b>Plenty Kids Early Learning Centre</b> <b>INFORMATION AND COMMUNICATION</b> <b>TECHNOLOGY (ICT) POLICY</b>	
	<b>Best Practice – Quality Area 7</b>	
	Document Classification: Policy Document	Version: 1.0 24 January 2019

Plenty Kids Early Learning Centre recognises the need for students to be safe, responsible and ethical users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

The purpose of this Policy and Agreement is to cover the use of digital technologies, social media tools and learning environments established by our College-owned networks or systems including, but not limited to:

- School owned devices (e.g. desktops, laptops, printers, scanners, iPads, digital cameras etc.)
- Email and instant messaging
- Social networking sites (e.g. Facebook, SuperClubsPLUS) Video and photo sharing websites (e.g. Picasa, YouTube, Instagram)
- Blogs and Micro-blogs (e.g. Twitter)
- Forums, discussion boards & groups
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video and Web conferences
- Internet and Intranet
- Mobile phones

**At Plenty Kids Early Learning Centre we:**

- Support the rights of all members of the College community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that clearly state the College's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property, including copyright and being eSmart.
- Provide reasonable supervision students when using digital technologies for educational purposes.
- Provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.

- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with access to a copy of this document.

## REFERENCES

- Commonwealth of Australia, 2015, *cyber[smart:]*, Australian Communications and Media Authority (ACMA), Melbourne, viewed 17 March 2015, <<http://cybersmart.gov.au>>.
- State of Victoria (Department of Education and Training), 2015, *Acceptable Use Agreements and Consent*, Melbourne, viewed 17 March 2015, <<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>>.
- The Alannah and Madeline Foundation, 2010, *eSmart Schools*, The Alannah and Madeline Foundation, South Melbourne, <<https://www.esmartschools.org.au>>.

## ATTACHMENTS

Attachment 1: PVCC ICT Acceptable Use Agreement Student and Parent Declaration

# AUTHORISATION

## DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document:

**PLENTY KIDS EARLY LEARNING CENTRE – INFORMATION AND COMMUNICATION  
TECHNOLOGY POLICY**

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**Responsible Person:** Centre Director (Nominated Supervisor)  
**Approved by:** Principal (Approved Provider)  
**Assigned review period:** Biennially  
**Date of next review:** January 2022  
**Category:** Staff & Parents

Version Number	Version Date	Responsible Person	Amendment Details
0.1	4 December 2017	Centre Director	Initial Issue as a controlled Document
1.0	24 January 2019	Principal	Approved Policy

Approved By

Date



24/01/2019

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Principal

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## PVCC ICT Acceptable Use Agreement Student and Parent Declaration

When I use technology, both at school and at home, I know I have responsibilities should act appropriately. **I agree to be a safe, responsible and ethical user at all times by:**

- **Respecting others** and communicating with them in a supportive manner; never writing or participating in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- **Communicating respectfully** by thinking and checking that what I write or post is polite and respectful, using appropriate language and never participating in hate mail or social media, acts of harassment or cyber bullying.
- **Protecting my privacy and the privacy of others;** by not posting or forwarding their personal details or images without their consent and not giving out personal details, including full names, telephone numbers, addresses, passwords, images and the name of the College.
- **Speaking to a trusted adult** if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- **Knowing the terms and conditions** (e.g. age restrictions, parental consent requirements) of individual sites. If my understanding is unclear I will seek further explanation from a trusted adult.
- **Confirming that I meet the stated terms and conditions** of online sites; completing the required registration process with factual responses about my personal details.
- **Carefully considering** the content that I upload or post online as this is often viewed as a personal reflection of who I am.

### When at school I agree to:

- Behave according to the College's values when using communication technology.
- Use the internet at school for educational purposes only and only as directed by teachers.
- Use social networking sites for educational purposes only and only as directed by teachers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images).
- Abide by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfere with network systems and security, the data of another user or attempt to log into the network with a username or password of another student or teacher.
- Not reveal my password to anyone except my parents, the system administrator or teachers.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Talk to a teacher or other trusted adult if:
  - I need help online.
  - I feel that the welfare of another student at the school is being threatened.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don't like, or makes me and my friends feel uncomfortable, unsafe or asks me to provide information that I know is private.
- Not deliberately search for something inappropriate.
- Seek teacher permission before uploading any content to websites (e.g. blogs).
- Handle ICT devices with care and notify a teacher if it is damaged or requires attention.
- Make reparations for any damage caused intentionally or unintentionally as a consequence of my irresponsible behaviour.

