ORANA CATHOLIC PRIMARY SCHOOL

INFORMATION COMMUNICATION TECHNOLOGY

ACCEPTABLE USE POLICY - PARENTS / GUARDIANS

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Today our students are growing up in a highly advanced technological world. The ability to understand and use contemporary Information and Communication Technologies (ICTs) is a vital part of each child's education as it provides varied and valuable learning experiences which extend beyond classroom walls.

At Orana Catholic Primary School we believe all students should be provided with guided opportunities to use ICT to connect, learn, collaborate, and communicate with authentic local and global audiences; helping them become safe, responsible and globally aware digital citizens.

As an Apple distinguished school, this policy outlines Orana Catholic Primary School's vision, approach, and expectations for the safe and responsible use of ICT within the school

DIGITAL CITIZENSHIP AND CYBERSAFETY

Orana Catholic Primary School expects all students to learn and model responsible digital citizenship and cyber safety practices when using school ICT services.

Responsible digital citizens:

- Use ICT equipment and Internet services under teacher supervision at all   times
- Acknowledge ownership of online material and respect copyright.
- Are polite and courteous at all times when communicating, collaborating and publishing online.
- Never share their full names, home address, phone numbers, or other   identifying personal details through email, Google Apps for Education, and   contributions to classroom blogs.
- Keep their passwords private, and respect the security of other students' user accounts or passwords.
- Immediately inform their teachers if they inadvertently access inappropriate content or emails which pass through the CathEd Network and school Internet filters.

GOOGLE APPS FOR EDUCATION

Orana Catholic Primary School uses Google Apps for Education (GAFE), which provides staff and students with a suite of free cloud-based email, storage, calendar, document editing, and real-time collaboration tools.

Students in Years 4-6 will be provisioned with individual Google Accounts consisting of an email address and password. Google account details are used to sign into Apps such as SeeSaw and so on

The school has the right to access and monitor student use of GAFE services, including email. Inappropriate language, abuse of other students' passwords, or use of ICT tools for bullying, harassing, or causing offence to anyone will result in an immediate loss of ICT privileges, alongside consequences in accordance with the school's Anti-Bullying Policy.

USE OF DIGITAL IMAGES AND VIDEO

The use of digital images, video, and multimedia plays an important part in teaching and learning activities at Orana Catholic Primary School. Staff may use digital devices to record classroom activities and school events, and students regularly use multimedia tools to demonstrate and share their learning with authentic local and global audiences.

Images and videos of students may be published and shared on classroom blogs, on the school website and social media accounts, and occasionally in the public media. This takes place under strict privacy and cyber safety guidelines, including attributing students' work by their first name only, and publishing unlisted videos, hidden from public search engines.

If you have any questions, or if you do not wish to have images or video of your child published and shared in these mediums (Facebook, twitter, Freshgrade school webpage), please put your concerns and your request to opt out in writing to the Principal at admin@orana.wa.edu.au.