



# WAIKERIE PRIMARY SCHOOL

## Information Communication Technology

### Terms of Use

The Australian Curriculum requires students to use a variety of web based online and digital tools, resources, software and digital technologies. Waikerie Primary School students have access to a variety of ICT through the Computer Room, classroom computers, tablets and iPads. At times this may also include by students bringing their own electronic device as an educational tool in the classroom upon negotiation with the teacher.

*A device is defined as any technology that students would use to facilitate word processing, capture photographic images/video and audio, access the internet, and process information. A mobile phone with educational tools may be defined as a learning device but must comply with the school Phone Policy and is therefore not to be used to make calls, send messages or access social media.*

It is important that students follow correct computer / electronic device protocols and understand the need for safety precautions so they become digitally responsible citizens. Guidelines for ICT use and strategies to remain cyber safe will be discussed with classes each year at an age appropriate level. Failure to comply with the agreement will result in a consequence of suspended computer privileges, withdrawing use of electronic device or suspension from school.

### **School Computers, Tablets and iPads**

Students using school computers / tablets must :

- Be cyber safe – as outlined in WPS Cyber Safety and E-crime Awareness Document
- Not use the camera to take photos or videos without teacher permission
- Be aware of copyright and plagiarism
- Consult teacher before using flash drives (USB) or any other external drives
- Respect all school ICTs and will treat ICT devices with care - students will be held responsible for replacement / repair fees for any willful damage
- Report any breakages/damage to a staff member
- Not intentionally disrupt the smooth running of any school ICT systems - intentional damage to hardware or software, or the creation or distribution of viruses or other forms of electronic mayhem is not accepted
- Not attempt to hack or gain unauthorised access to any system
- Immediately comply with teacher requests to shut down devices, close screens and put equipment away





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## **Bringing Your Own Device (BYOD)**

*Only* with permission from home and the school may students bring any personal ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB drives. Students must negotiate with the teacher regarding use of the device at school. Students must:

- Ensure personal electronic devices brought to school that are not being used for classroom activities are left at the Office and collected at home time
- Consult the teacher before connecting any personal ICT device to school ICT, run or download any files (eg a USB/portable drive, camera, MP3). Students must not print from personal devices.
- Not share personal devices with other students. Only the student that owns the device is permitted to use it.
- Not transmit or post photographic images / videos of any person at school on any public and / or social networks
- Take full responsibility for their own devices and will be responsible for keeping them secure while at school. The school is NOT responsible for security of personal technology. Devices cannot be left on school premises after hours. The family is responsible for the insurance of the personal device, as the school cannot replace lost, damaged or stolen personal equipment
- 3G/4G access is turned off in school hours to ensure appropriate network filters

*Waikerie Primary School has the right to collect any personal student device  
and examine the device*