

## **INFORMATION, COMMUNICATIONS AND TECHNOLOGY POLICY**

### **OUR VISION**

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

### **OUR VALUES**

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated Steiner curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing respect, trust, and caring for themselves, each other, the broader community, and the earth.

### **PURPOSE**

To ensure that all students and members of our school community understand:

- Our commitment to providing students with the opportunity to use computers to support and enhance Information and Communications Technology learning.
- Expected student behaviour when using computers.
- Wild Cherry's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- Wild Cherry's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- Our commitment to the delivery of the Australian Steiner Curriculum Framework in the context of Information and Communications Technology.

### **SCOPE**

This Policy applies to all students and staff at Wild Cherry School.

Staff use of technology is also governed by the following policies:

- Equal Opportunity and Anti-Harassment Policy
- Anti-Bullying Policy (Students)
- Staff Computer and Information Technology Policy
- Record Management Policy
- Behaviour Management Policy
- Child Safe Standards Policy

## DEFINITIONS

For the purposes of this policy, “digital technologies” are defined as digital devices, tools, applications, and systems that students and teachers use for learning and teaching.

## VISION FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY AT WILD CHERRY SCHOOL

We encourage students to view digital technology as a springboard or aide to broaden their learning. We strive to cultivate literacy, problem solving and formation of judgement and creativity. We acknowledge that computers are an integral part of contemporary life, we recognise the value of providing relevant and timely access to digital technologies.

A computer and its information is not simply an authoritative electronic source, but something to be questioned, analysed and utilised. Our intent is to provide students with a multi-layered education which enhances their ability to meet and use computers – whilst encouraging and developing their individual capacity for analytic critical reflection.

The use of computers in upper primary allows for the development of skills and knowledge. Our schools’ vision is to empower students to use information and communications technology safely and appropriately.

## SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Wild Cherry we support all students to use digital technologies in ways that respect the dignity of ourselves and others.

At Wild Cherry School we;

- Introduce the use of online sites and digital tools to students in Class 5
- Use digital technologies in the upper classes for specific purpose with targeted education or developmental aims.
- Enable upper primary students to focus on the task to be accomplished rather than on the technology they are using to do the work.
- Select appropriate equipment, techniques, and procedures so that upper primary students can research information skilfully to create and display projects in forms that are meaningful for themselves and their audience.
- Supervise and support upper primary students using digital technologies for their schoolwork
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Have programs in place to educate students, parents, and staff to be safe, responsible and discerning users of digital technologies.
- Educate our upper primary students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- Actively educate and remind students of expected student behaviour, including online behaviours

- Use clear protocols and procedures to protect students working with digital technologies by reviewing the safety and appropriateness of online tools and removing offensive content at the earliest opportunity
- Educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet
- Provide a filtered internet service at school to block access to inappropriate content
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation
- Support parents and carers to understand the safe and responsible use of information and communications technology and the strategies that can be implemented at home through regular updates in our newsletter, and information sessions.

### **Personal devices**

Wild Cherry students shall not bring personal devices to school. Students who bring a device to school will have the device stored in the school leader's office until the end of the day when it will be returned to them, and their parent/carer will be notified. The school will take no responsibility or pay for damage or lost devices.

### **Social media use**

Wild Cherry will ensure that when social media is used by students it is used safely and appropriately and ensure appropriate parent notification occurs, or where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Staff will not 'friend' or 'follow' a student on a personal social account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member becomes aware that a student at the school is 'following' them on a personal social media account the staff member will ask the student to 'unfollow' them, and to notify the school leaders in the event that the student does not and contact will be made with parents/carers.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Wild Cherry Vision and Values, Behaviour Management policy and Anti-bullying policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content) Wild Cherry School will institute a staged response, consistent with our Behaviour Management Policy.

Breaches of this Policy by students may result in a number of consequences which will depend on the severity of the breach and the context of the situation. This could include:

- Removal of network access privileges
- Removal of email privileges

- Removal of internet access privileges
- Removal of printing privileges

Other consequences as outlined in the school's Behaviour Management Policy and Antibullying (Students) Policy.

#### **ROLES AND RESPONSIBILITIES**

- The Board is responsible for: reviewing and approving the Information and Communication Technology Policy
- The School Leaders are responsible for: Monitoring the delivery of the Information and Communication Technology Policy
- The teachers are responsible for implementing the Information and Communication Technology Policy

#### **LINKS TO OTHER POLICIES**

- Equal Opportunity and Anti-Harassment Policy
- Anti-Bullying Policy (Students)
- Staff Computer and Information Technology Policy
- Record Management Policy
- Behaviour Management Policy
- Child Safe Standards Policy

#### **COMMUNICATION OF THE POLICY**

- The school will communicate the Information and Communication Technology Policy to all staff.

#### **POLICY IMPLEMENTATION DOCUMENTS**

- Acceptable Use Agreement (Appendix A)

#### **POLICY REVIEW**

The governing Board will review the Information and Communication Technology Policy biennially.

**Date Approved: 25 August 2022**

**Date for Review: 25 August 2024**

**APPENDIX A: ACCEPTABLE USE AGREEMENT**

<b>ACCEPTABLE USE AGREEMENT FOR PUPILS (CLASS 5) AND PARENTS/CARERS</b>	
<b>Name of student:</b>	
<p><b>When I use the school's ICT facilities (computers and equipment) and get on the internet in school, I will not:</b></p> <ul style="list-style-type: none"> <li>• Use them without asking a teacher first</li> <li>• Use school computers in a way that will damage or break them</li> <li>• Use them to break school rules</li> <li>• Go on any inappropriate websites</li> <li>• Post any personal information online without asking my teacher's permission first</li> <li>• Go on social networking sites (unless my teacher said I could as part of a lesson)</li> <li>• Use chat rooms</li> <li>• Open any attachments in emails, or click any links in emails, without checking with a teacher first</li> <li>• Use mean or rude language when talking to other people online or in emails</li> <li>• Share my password with others or log in using someone else's name or password</li> <li>• Bully other people</li> </ul> <p>I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me and my classmates safe.</p> <p>I will tell a teacher or a member of staff immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.</p> <p>I will always be responsible when I use the school's ICT systems and internet.</p> <p>I understand that the school will take action if I do certain unacceptable things online, even if I'm not in school when I do them.</p>	
<b>Signed (student)</b>	<b>Date:</b>
<p><b>Parent/carer agreement:</b> I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out in the schools Information and Communications Technology Policy and above for students using the school's ICT systems and internet, and will make sure my child understands these.</p>	
<b>Signed (parent/carer)</b>	<b>Date:</b>



**WILD  
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SCHOOL**  
For Waldorf/Steiner Education

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