Farrer Primary School
Information Communication Technologies (ICT) procedures

These procedures support the Education Directorate's policy documents on student acceptable use of ICT for learning purposes.

Policy statement
The Farrer Primary School ICT Procedures aims to support the development of students who are knowledgeable users of ICT and are aware of their role in being responsible digital citizens. This procedures document captures the expectations of use of ICT at school.

Context
ICT Procedures apply to all Farrer Primary School student users of ICT resources.
ICT resources encompass the electronic hardware and software of the Farrer Primary School computer network and all devices that access the Farrer Primary School computer network and the Internet.

Teaching and Learning
Farrer Primary School has an established Bring Your Own Chromebook program. Students in years 4-6 are able to bring a personal device (Chromebook) to school. Students in Preschool-Year 3 have access to various ICT to compliment learning.

Additional to BYOC, Farrer Primary School ICT resources are provided to enable the school's core business of education in a global society to operate efficiently and effectively. As such, they should be used for educational purposes, with personal usage kept to a minimum, at the discretion of and under class teacher supervision. ICT should not be used for unauthorised business or inappropriate purposes.

It is important for all schools to develop students' skills, attitudes and understandings of gender equality, respectful, equal and non-violent relationships through using Respectful Relationships Education and Social and Emotional Learning (SEL). The same principles of the Safe and Supportive Schools Policy and procedures are applicable in the online space, as much as they are in the physical school/classroom space.

Safety
Schools have a responsibility to ensure that staff, student and families' safety is maintained and that their privacy is considered. Schools must cultivate an environment free from bullying or harassment and be mindful of and take all necessary steps to prevent inappropriate or predatory conduct. Managing appropriate online behaviour includes the recognition and management of associated risks and mitigation strategies that can be put in place to control these risks.

At Farrer Primary School, behaviour management practices that take place within the school and classrooms also occur within the digital environment. As part of the Farrer Primary School ICT Procedures, students agree to the Acceptable use of ICT Agreement for Students as outlined by the Education Directorate.

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Staff will manage non-compliance towards ICT Procedures in accordance with existing student wellbeing procedures. Use of Farrer Primary School ICT resources which harm the reputation of the school or its community members, breach school protocols or Federal or State laws, may result in severe sanctions.

Positive Behaviours for Learning
Farrer Primary School has aligned its Positive Behaviours for Learning (PBL) framework to include digital and online learning.

Farrer Primary School's values of excellence, innovation, sustainability, inclusion and support as well as the PBL expectations of safe, respectful, responsible learners, underpin all ICT related activities at Farrer Primary School.

The school PBL matrix features rules aligned with expectations in all settings as well as cyberspace. These are the focus of teaching and learning opportunities across each year.

Staff are encouraged to also be responsive to needs and situations, making the most of teachable moments as situations arise.

Setting	Expectations			
	Be SAFE	**Be RESPECTFUL**	**Be RESPONSIBLE**	**Be a LEARNER**
All settings	• We care for each other • We stay in bounds • We use safe hands, feet and bodies • We walk up and down stairs	• We follow staff instructions • We speak kindly • We take turns • We care for equipment and environment • We play by agreed rules	• We own our behaviour • We are in the right place at the right time • We ask for staff help when needed • We are water and waste wise	• We take part in learning • We do our best • We are prepared • We respect everyone's right to learn • We represent our school with pride
Cyberspace	• We follow the Acceptable use of ICT Agreement for Students • We tell an adult if something doesn't look right		• We charge devices after use • We sign in/out of school devices • We use our own log on • We are responsible digital citizens	• We use devices for learning • We keep log-in details private

Bring Your Own Chromebook (BYOC)

- BYOC has been running at Farrer Primary School since 2015. This allows students to bring a device from home to support their learning.
- Students bring their device to school and have access to a broad range of learning content stored on the cloud, both in and out of the classroom, enabling "any time, any place" learning. BYOC is about bringing the classroom to the student and not limiting them to a single path of learning and a single pace of working.

Students are also able to interact with a wide suite of ICT based learning tools and knowledge that is simply not possible in the traditional classroom. Learning can become more student centred.

- If a student misuses their device by not following the agreed classroom rules and Acceptable use of ICT Agreement for Students and Information Communication Technologies (ICT) procedures their device will be stored with their classroom teacher until a parent, student and teacher conference has taken place.
- Where a family is unable to purchase a device, students can be issued a school device on a loan agreement.
- Whilst at school, students are to use only their ACT Education Directorate account. Students cannot log into personal accounts.

BYOC time allocation for device use in classrooms
- Year 6 will complete up to 50% of their learning using ICT.
- Year 5 will complete up to 40% of their learning using ICT.
- Year 4 will complete up to 30% of their learning using ICT.

[Farrer Primary School BYOC information 2023](#)

iPads

- Farrer Primary School has a number of iPads which can be used to compliment teaching and learning experiences across the curriculum.

Wearable devices

- A wearable device can be in the classroom and worn by the student who owns it, providing it does not receive notifications during school hours and is not a distraction to the student or other class members.
- If a wearable device is deemed a distraction by a staff member during school hours, the student will be asked to take the device off and leave it at the front office for collection at the end of the day.

Mobile phones

- At Farrer Primary School, student mobile phones are not to be used in classrooms.
- Students are asked to hand mobile phones in at the front office on arrival at school. These are collected at the end of the day.
- Should a student or family member need to make contact during the day, they are able to do so via the front office.

Further information

- Internet access at Farrer Primary School is filtered and students are prohibited from connecting to non-school networks at school.
- Students must comply with the Education Directorate and School policies while at school and connected to the wireless network.
- Students are expected to use ICT for learning purposes and must not create, transmit, retransmit or circulate content on their devices that is considered inappropriate by the school.
- Students must not create, transmit, retransmit or circulate content on their devices that attempts to undermine, hack or bypass any hardware or software security mechanisms that have been implemented by Farrer Primary School.

These school-based ICT Procedures were approved by the Farrer Primary School Board on 6 September 2023.

These Procedures are to be reviewed in September 2024.

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Documents consulted

ICT Management in Schools Policy - **Policy Identifier:** IMS201402
Communities Online: Acceptable use of ICT – Parents and Students Policy - **Policy Identifier:** COAUIPS201310
Use of Personal Devices Electronic Devices Policy **Policy Identifier:** UPEDS201506
Bring Your Own Personal Electronic Device (PED) – Guidelines for School
Interim: Suspension, Transfer or Exclusion of a Student in ACT Public Schools Policy 2023 **Document No.** (00044)