



Information and Communication Technology Policy

(Including mobile devices including iPads, mobile phones and smart watches; communication devices, computers, interactive TVs and white boards; and the internet)

(Completed on enrolment in the school)

Community Expectations:

- At all times while using ICT facilities and devices supplied by the school, students will be required to act in accordance with the expectations of Claremont Special School and the **Student Code of Conduct**.
- Students who use the school's ICT facilities and devices in a manner that is not appropriate maybe subject to disciplinary action by the school, which could include restricting device and network access.
- Students in the *Upper Middle and Senior School students* (capable of understanding the school expectations and the misuse) will complete an ICT Agreement Form and agree to the school expectation.
- Parents will complete an ICT Agreement Form on student enrolment and when requested agreeing to the school expectations

School Expectations	Unacceptable Behaviours
<p>Students at Claremont Special School use ICT for:</p> <ul style="list-style-type: none"> • assigned class work and tasks set by teachers • developing appropriate literacy, communication and information skills • learning through the department's eLearning environment <p>When using ICTs students will:</p> <ul style="list-style-type: none"> • be courteous, considerate and respectful of others • follow teacher directions when using these devices especially when they are not being used in a teacher-directed activity to enhance learning. 	<p>It is unacceptable for students at Claremont Special School to:</p> <ul style="list-style-type: none"> • use a device in an unlawful manner • download, distribute or publish offensive messages or pictures • use the device to engage in bullying and/or harassment of another • damage iPads, communication devices, computers, laptops, interactive TVs and white boards, printers or network equipment • ignore teacher directions regarding the use of social media, online email, restricted websites and internet usage • share their own or others' personal information and/or images which could result in risk to themselves or another person's safety • knowingly download programs including games capable of breaching the department's network security • invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Parent or Guardian Agreement:

- I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices including the internet for valuable learning experiences.
- In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information may occur.
- I will assist my child to understand and follow the school's expectations and appropriate behaviour requirements, and assist them to not engage in inappropriate use of the school's ICT services, facilities and devices.
- I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students
- I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices because of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any personal mobile device unless it can be established that the loss, theft or damage resulted from the school's/ department's negligence.
- I am aware that the use of the school computers and the internet is electronically monitored, and that my child will be held responsible for any misuse or damage of devices or inappropriate online behaviours. I understand the school may commence disciplinary actions in line with this user agreement and or the ***Student Code of Conduct***. This may include loss of access and usage of the school's ICT services, facilities and devices for some time.
- ✓ I give permission for my child to access and use the school's ICT services, facilities and devices (including the internet) under the school rules and expectations.
- ✓ I have read and understood this policy and the ***Student Code of Conduct***.
- ✓ I agree to support the school when enforcing this policy at Claremont Special School.

Student's Name:

Parent/Guardian's Name:

Parent/Guardian's Signature: **Date:**

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure: appropriate usage of the school network, and appropriate usage of personal mobile devices within the school network. The information will only be accessed by authorised school employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.