



Parent / Caregiver Information

Information and Communication Technologies (ICT)

Students will be able to use the internet and ICT at Welbourn School provided that the Responsible Use Agreement consent form is signed by the relevant caregiver and returned to school. This 'Responsible Use Agreement' will form the basis of the document that the caregiver and the students agree to, including this Parent / Caregiver Information.

Please note: The use of the word ICT in this document refers to any use of information and communications technologies. This includes computers, internet, digital cameras, iPads, video cameras and other educational specific hardware and software.

INTERNET

The internet is provided for the education of students and to improve delivery of curriculum material(s). Students are encouraged to make use of the services to this end. The school leadership (ICT team) reserves the right to make random audits of the history care files that record which websites students have visited. The school uses the ministry funded Network for Learning N4L to filter website and internet access.

THIRD PARTY WEBSITES

In order to utilise technology to support the learning, Welbourn School may use third party websites and online services such as Google Drive, Google Apps, Prezi, Animoto etc for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have educational specific versions and also restrict the use of the services and access to posted material to the classroom, which your student is involved in.

USE OF EQUIPMENT / HARDWARE

Computer and ICT equipment is provided for the education of students and the improved delivery of curriculum material(s). This equipment is a privilege not a right. Care and sensible handling of all computer and ICT equipment is expected at all times.

SECURITY / ACCOUNTS

Where applicable usernames and passwords are not to be given out or used by anyone other than the intended recipient.

- keep all usernames and passwords a secret. These are only intended for you
- under no circumstances are students to use, move or explore other students or teachers personal files
- At no time are students to place orders for goods or services (buy things) over the internet

PHOTO AND VIDEO PERMISSION / POSTING OF MATERIALS

Throughout the year students will participate in school activities, events or projects in which they may be photographed or videoed. This includes but is not limited to school productions, sports days, interschool sports days, school portraits, student projects, field trips or special events. Where appropriate, Welbourn School will use this material to share with our school community.

The following guidelines will be adhered to with the posting of materials onto the school website or associated blogs / online accounts.

- First names only are to be attached to student work
- First names only are to be attached to any video where staff deem appropriate
- Final copies will be screened by a staff member before posting
- Only staff or trained ICT students will be able to post information after teacher screening

From time to time Welbourn School events appear in local newspapers. Often these photos will include a caption with a student's full name and possibly their age. (Separate parental permission will be obtained)

CHANGE TO THIS POLICY

Due to the rapidly changing nature of Information and Communications Technologies (ICT) the school reserves the right to change this agreement at any time. If a change is necessary, an updated agreement will be issued to all students.

PENALTIES

There may be consequences for students who use the computers or ICT in unacceptable (improper) ways. The consequences may include the removal of privileges and being banned from using computer resources for a certain period. In cases of deliberate damage, costs for repair of damaged resources and / or for the technician time taken to repair the damage may be charged. Parents will be contacted in more serious situations.

LIABILITY

Welbourn School has taken all possible precautions to maintain the safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the internet and ICT.