

School Policy

ICT Use

Rationale

This policy is to cover the use of mobile phones, desktop computers, laptop computers and iPads across the school.

Aim

1. Avenues Education (AE) aims to provide an IT program that caters for all student and teacher needs.
2. This policy covers all AE iPads, computers and phones.
3. This policy should be adhered to in conjunction with the DET Policies on:
 - Acceptable use of ICT resources;
 - Software Licensing and Copyright;
 - Privacy and Confidentiality.
4. This Policy should be adhered to in conjunction with the AE:
 - Technology Policy;
 - Cybersafety Policy;
 - Staff and Student Acceptable Usage Agreements.

Implementation - Phones

- The school will purchase and maintain enough mobile telephones and service contracts to satisfy its needs. All staff working on a community team will be offered a phone. AIPU and groupworx staff will be offered one school phone in each program;
- Staff authorised to use the school's mobile phones are responsible for ensuring that they are kept secure, in good working order and recharged at all times;
- Staff in charge of all excursions and outings involving students must ensure a teacher has access to a mobile phone;
- Staff must have their phone with them during work hours whenever off the school's premises;
- Staff will return the school's mobile phone to the business manager when it is no longer required or their contract with the school is ending;
- Staff will use phones for school related activities only.

Implementation – iPads & Computers

Hardware:

- No iPad or iPhone is to be changed or altered in any way, unless prior approval has been given by the Principal;
- iPads have cameras and video recording built into the device. The use of these by students is to be carefully monitored by teachers at all times. At no time is a student to forward an image or video of themselves or others to any other person or group.

Software:

- iPad software, including applications, is only to be purchased using the school iTunes account;
- Only licensed software that has been legally purchased is to be used on school computers and iPads;
- Only software that is consistent with the Departments Standard Operating Environment (SOE) is to be downloaded.

Purchasing:

- Purchase of applications is to be approved by program coordinator.

Security:

- Staff are to supervise student use of iPads and computers at all times;
- iPads are to be password protected at all times, in line with DET policy;
- Passwords must be kept secure and changed regularly or when it is thought that other person/s have discovered them;
- All iPads are to have the iCloud option switched off. No student details or student work is to be uploaded to the iCloud;
- It is every teacher's responsibility to ensure DET/school's property is kept in a secure area;
- Staff will notify the Principal or Assistant Principal in the event of an iPad being lost or stolen.

Internet Usage

- Mobile data will be purchased for one AE iPad per site;
- Staff will use edumail for DET communications only;
- If teachers require a web site to be made accessible (unblocked) for educational purposes, a written request must be submitted to the Principal;
- A copy of the AE Student ICT Rules document will be visible to students in all Education Rooms;
- Students using the internet are required to sign a "Student Acceptable Use Agreement".

Maintenance / Problem Resolution Procedure

- All problems are to be reported immediately via the ICT Helpdesk;
- The Principal and Business Manager will monitor the workflow on the ICT Helpdesk.

Upgrading Equipment

Upgrading of iPads and computers for both students and staff will be done on the basis of the age of the device and in line with the school's SIPS documentation.

Professional Development

Professional development will be provided as needed in the area of Information and Communication Technology, either through external sources or through shared learning onsite with a colleague.

Review of Policy

This policy will be reviewed as part of the school's three-year review cycle.

Ratification

This policy was accepted by staff on 14 August, 2018