RATIONALE:
This policy reflects the school values and philosophy in relation to the teaching and learning of and with ICT. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and assessment. The policy should be read in conjunction with the scheme of work for ICT which sets out in detail what pupils in different classes and year groups will be taught and how ICT can facilitate or enhance work in other curriculum areas.
This document is intended for
- All teaching staff
- All staff with classroom responsibilities
- School governors
- Parents
- Inspection teams

Copies are of this policy are kept centrally and are available from the Deputy Principal and the ICT Committee.
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Introduction
Information and Communications Technology prepares students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.
We recognise that Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources.
Our vision is for all teachers and learners in our school to become confident users of ICT so that they can develop the skills, knowledge and understanding which enables them to use appropriate ICT resources effectively as powerful tools for teaching & learning.

Objectives
In order to fulfil the above aims it is necessary for us to ensure:
- a continuity of experience throughout the school both within and among year groups
- that all children have access to ICT resources
- that ICT experiences are focussed to enhance learning
- that cross curricular links are exploited where appropriate
- that children's experiences are monitored and evaluated
- that resources are used to their full extent
- that resources and equipment are kept up to date as much as possible
- that staff skills and knowledge are kept up to date

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Digital projectors are located in all of the classrooms as well as the ICT suite. These are used as a teaching resource across the curriculum.

Inclusion

We recognise ICT offers particular opportunities for pupils with special educational needs and gifted and/or talented children and /or children with English as an additional language for example.
ICT can cater for the variety of learning styles which a class of children may possess.

Using ICT can:
* increase access to the curriculum
* raise levels of motivation and self esteem
* improve the accuracy and presentation of work
* address individual needs
* motivate reluctant learners

We aim to maximise the use and benefits of ICT as one of many resources to enable all pupils to achieve their full potential. If the situation arises, the school will endeavour to provide appropriate resources to suit the specific needs of individual or groups of children.

Roles & responsibilities

Senior Management

The overall responsibility for the use of ICT rests with the senior management of a school. The Principal, in consultation with staff:
* determines the ways ICT should support, enrich and extend the curriculum;
* decides the provision and allocation of resources ;
* decides ways in which developments can be assessed, and records maintained ;
* ensures that ICT is used in a way to achieve the aims and objectives of the school;
* ensures that there is an ICT policy, and identifies an ICT co-ordinator or co-ordinators.

ICT – Co-ordinator or Co-ordinators

There is a designated ICT Co-ordinator/ co-ordinators to oversee the planning and delivery of ICT within the school.
The ICT coordinator will be responsible for

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- facilitating the use of ICT across the curriculum
- providing or organising training to keep staff skills and knowledge up to date
- advising colleagues about effective teaching strategies, managing equipment and purchasing resources

Teaching & Learning

Teachers' planning is differentiated to meet the range of needs in any class including those children who may need extra support, those who are in line with average expectations and those working above average expectations for children of their age.
 A wide range of styles are employed to ensure all children are sufficiently challenged:

- Children may be required to work individually, in pairs or in small groups according to the nature or activity of the task.
- Different pace of working
- Different groupings of children - groupings may be based on ability either same ability or mixed ability.
- Different levels of input and support
- Different outcomes expected

Internet Safety
Internet access is planned to enrich and extend learning activities.
The school has acknowledged the need to ensure that all pupils are responsible and safe users of the Internet and other communication technologies. An internet access policy has thus been drawn up to protect all parties and rules for responsible internet use will be displayed next to each computer with Internet access.
This policy forms 'Appendix A' of this policy.

Approved:…………………………………………(Chairperson, Board of Trustees)

On behalf of, and with the authority of the Board on ………………………………

Review Date: …………………………

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Appendix A

Whakatane Intermediate Guidelines for Cybersafety Practices 2014

1. The school's cybersafety practices are to be based on information contained in the latest version of the *NetSafe® Kit for Schools*, which is endorsed by the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Whakatane Intermediate use agreements that will cover all board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at our school is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computer/s and/or network facilities at all times.
8. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.

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10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Additional information can be found on the website;

http://www.netsafe.org.nz/kits/kits_default.aspx

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W.I.S. Student Responsible Use Agreement 2014

When using information & communications technologies (ICT) at W.I.S. I will always be a good digital citizen. This means that;

I Will be a confident and capable user of ICT.
I know what I do, and do not understand about the technologies that I use. I will get help where I need it.

I Will use ICT for learning as well as other activities.
I understand that technology can help me to learn. I also know it can be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one. If I am unsure I will ask for help.

I Will think carefully about whether the information I see online is true.
I know that it is easy to put information online. This means that what I see is not always right or true. I will always check to make sure information is real before I use it.

I Will be able to speak the language of digital technologies.
When people talk online, the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain.

I Understand that I may experience problems when I use technology but that I will learn to deal with them.
I understand that there will be times when technology may not work as I expected it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I also know there are people I can go to, to get help if I don't know what to do next.

I Will always use ICT to communicate with others in positive, meaningful ways.
I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

I Will be honest and fair in all of my actions using ICT.
I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break the rules of the websites that I use. When I am not sure about what I am doing I will ask for help.

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<u>I Will always respect people's privacy and freedom of speech online.</u>
I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people and of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them.

<u>I Will help others to become a better digital citizen.</u>
Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak up rather than just watch it happen.

Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on any school activity. I am aware that this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices or any personally owned device used at school.

Signed …………………………………………………………………………………………………
Name …………………………………………………………………………………………………
Date ………… /………/………

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W.I.S. Responsible Use Agreement for Staff 2014

Introduction to the Responsible Use Agreement

The National Administration Guideline 5 (NAG 5) charges schools with the responsibility for providing students with a safe emotional environment. Schools also have a responsibility to prepare students for the future. This includes preparing young people to seize the opportunities offered by new technologies and be effective and responsible users of communication tools.

Through our Kit for Schools we are suggesting a Digital Citizenship based model for schools fundamentally different from a traditional approach to internet safety where teachers and administrators prevent access to specific content, to a model where students build skill and knowledge to effectively manage challenge online themselves. This model focuses on increasing learner preparation, while reducing external protection.

We refer to this model as "Learn: Guide: Protect:" which clearly delineates the approaches required to support the development of digital citizenship in our young people. The values and skills they are able to "LEARN", the support they are given in this process by skilled "GUIDES" and the shaping of the environment around them which ensures they are "PROTECTED" while they develop the required attributes to be a successful digital citizen.

A cornerstone of the traditional approach was the production of "Acceptable Use Agreements" which were often characterised by detailing of prohibited behaviours and activities. The shift in model that focuses on increased preparation rather than protection, then logically lends itself to a different approach in terms of use agreements, from prohibited behaviours to increased individual responsibility and accountability. In other words, a "Responsible Use Agreement."

How to Use this Document

This Staff Responsible Use Agreement template is designed to be used in concert with our Digital Citizenship Policy template and our Student Responsible Use Agreement Template.

This document consists of a use agreement framework, populated by a series of "fragments" that we can use, edit or delete to suit our individual needs. Designed to reflect the varying requirements of teachers, students and the wider school community in our school, it is expected that our school will adapt this template to produce the best fit for our environment after consultation with the appropriate groups.

It is expected that a document such as this should be reviewed and signed on a yearly basis. Both the WIS school and the signatory should keep a copy of this document on file.

It is our belief that the development of a digital citizenship philosophy is a task for the whole community. Consultation and co-creation of documents such as these is a useful step in that process and one that will benefit all members of the community into the future.

These documents are deliberately supplied in a "No Frills" format, and shared under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 New Zealand (CC BY-NC-SA 3.0) license to encourage schools to adapt them to their specific needs.

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W.I.S. Responsible Use, Security Staff/Teacher Agreement 2014

Introduction

Whakatane Intermediate School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in a teaching and learning context. A vital part of fostering this culture is the support that is provided to students in their learning by the "Guides" around them. One of the most important parts of this guidance is the modelling of good digital citizenship skills that young people observe in their day to day interactions.

W.I.S. defines a successful digital citizen as an individual who;
- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

In line with this belief, we ask all staff, students and volunteers to commit to using the internet and associated technologies in a safe and responsible manner by accepting a Responsible Use Agreement.

Access to the ICT services provided by the school may be withdrawn if a responsible use agreement is not signed.

Guidelines for Responsible Use
The school provides access to the internet and associated technologies because it believes in the benefits that they bring to the teaching and learning process. It is expected that they will be used to benefit staff and students, but it is also understood that they may be used to engage in personal activities. All activity must be appropriate to the school environment. This applies to school owned ICT devices used inside or outside of school, and personally owned ICT devices used inside school and during school activities.

Your user account(s) is provided exclusively for your use. You are responsible for all the activity that is associated with your account. Please don't share your account details with anyone. To help maintain the security of your account

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please use a strong password. If you suspect that your account details are known by someone else, then please let the school know.

In all use of ICT devices it is important to relate to others positively, to avoid engaging in harassing or harmful communications, to respect other people's freedom of speech and uphold their right to privacy.

The principles of confidentiality and privacy extend to accessing, inadvertently viewing or disclosing information about staff, or students and their families, stored on the school network.

Teachers should bear in mind that professional and ethical obligations are as applicable to activity online as they are to their daily interactions with students and the community in and out of school. The Teachers Council Code of Ethics provides a useful framework for decision making around what is and is not responsible, ethical conduct.

It is every individual's responsibility to ensure that when using ICT their actions are within the law. This includes research, communications, use of social media, file sharing and any other activity carried out in the context of teaching and learning.

Everyone at [our school] must comply with New Zealand copyright law as laid out in the Copyright Act 1994. Some parts of the law such as the Infringing File Sharing Amendment 2011 make the school accountable for copyright infringements recorded as taking place using the school internet connection. The school may pass on any costs associated with copyright infringement to those responsible.

All ICT equipment should be used with care. If you need to install hardware or software and are unsure of how to do so, or are concerned about the effects that this may have, then check with the school before you do. If you know that equipment has been damaged, lost or stolen, please report it as soon as you can.

Our school believes in the importance of developing confident and capable users of ICT. If you are unsure of anything regarding the use of ICT in teaching and learning, you should discuss this with your manager, or a member of the school leadership team.

Our school has a policy and procedures around digital citizenship and internet safety. You should familiarise yourself with them. They will give you an idea about our school and our community's values relating to digital citizenship, and also provide support for you in terms of dealing with any challenges you may experience when using ICT. If you are unsure or uncomfortable with any part of these documents you should discuss it with a member of the school leadership team.

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Should a situation arise that you feel may constitute a breach of this agreement, either accidental or deliberate, please notify a member of the school leadership team as quickly as possible. Make a detailed note of the incident including time, date, the names of those involved, any devices involved and your summary of the situation.

Responsibilities of the School
In the interest of maintaining a safe environment, the school reserves the right to conduct an audit of its computer network, internet access facilities, computers and other school ICT equipment[1]. This may include any stored content, and all aspects of its use, including email. An audit may include any device provided by or subsidised by/through the school or provided /subsidised by the Ministry of Education. For this purpose, any electronic data or files created or modified on behalf of the school on any ICT device, regardless of who owns it, is the property of the school.

The school may monitor traffic and material sent and received using the school's ICT infrastructures.

WIS believes that ICT is an integral part of teaching and learning, but is aware that when using it we may experience challenges from time to time. To this end the school may deploy filtering and/or monitoring software where appropriate to restrict access to certain sites and data. Filtering should enhance the teaching and learning process rather than restrict it. In situations where this is not the case, you should inform the school rather than attempting to circumvent filtering or monitoring systems.

Your Responsibility as a Digital Citizenship Guide
The guidance that young people receive in their development of digital citizenship skills is of the utmost importance. The success of their learning is greatly enhanced by the increased capability of the guides around them. As a critical component in this process for learners it is important that you understand what makes a successful guide.

- As a guide you should be knowledgeable about the technology that young people are using to enable you to discuss the way in which it is used, and the challenges experienced.
- You should be aware of opportunities presented by technology in terms of its use in education, but also its use in other aspect of society including its social application.

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[1] Please note that conducting an audit does not give any representative of Whakatane Intermediate School the right to enter the home of school personnel, nor the right to seize or search any ICT equipment/devices belonging to that person.

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- You should be aware of challenges that exist around the technology. This means understanding the challenges, as they exist in the lives of young digital citizens.
- You should act as a consistent and positive role model for responsible activity online
- You should be confident in your ability to make value judgements about challenge and opportunity for learners.

As a guide, you should discuss your own experiences as a digital citizen and share your strategies for managing challenge with students. However, it is vital that you recognise the importance of consistent, positive role modeling in all of your use of technology in a teaching and learning context.

As part of our commitment to our digital citizenship philosophy, the school will provide you with support in your role as a digital citizenship guide. If you require support at any time, please discuss it with a member of the school leadership team.

Breaches of this Agreement
A breach of this agreement may constitute a breach of discipline and may result in a finding of serious misconduct. A serious breach of discipline would include involvement with objectionable material, activities such as abuse or harassment or misuse of the school ICT in a manner that could be harmful to the safety of staff or students, or call into question the user's suitability to be in a school environment.

If there is a suspected breach of this agreement involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s) as part of its investigation.

In addition to any inquiry undertaken by the school itself, it may be necessary to notify an applicable law enforcement agency at the commencement, during or after our investigation.

Device Security in Classrooms and Teacher Responsibility:
The expected operational lifespan of our new ICT student resources is 3 years from the date of purchase. To maintain our new devices in top condition, individual teachers need to implement clearly understood new security practices and procedures in their classrooms. Overall device security will not be delegated to students at any time. It is the sole responsibility of each teacher to maintain specific "Lock Down" security measures for all designated ICT resources provided to each teacher's classroom. Both school owned and student BYOD are to be locked away in set or designated areas while the teacher is not directly supervising the classroom.

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This includes before school, after school, Intervals and lunchtimes. All device storage key(s) are to be held by the classroom teacher at all times. In addition, classrooms are to be locked during the times above if the teacher is not supervising in the classroom.

<u>Declaration</u>

I have read and am aware of the obligations, responsibilities and device security outlined in this Responsible Use Agreement document, a copy of which I have been advised to retain for reference. These responsibilities and guidelines relate to the safety of myself, students, the school community and the school environment.

I also understand that breaches of this Use Agreement may be investigated and could result in disciplinary action or referral to a law enforcement agency.

Name:
Signature
Date

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Revised July 2014

ICT Device Attrition and Future Plan:

At the end of three years from purchase our new devices will most probably be at or nearing the end of their useable lifespan. We need to have a clear plan for repurchase or replacement of these devices. We also need a plan for a disposal that will hopefully add to the schools ICT funds and distribute useable devices back to our community of learners at a fair and reasonable market price. This plan will need to be monitored yearly and adjusted accordingly based on market prices and future trends.

Repurchase/ Replacement Plan:
The BOT will need to plan for repurchase or replacement of these devices by putting appropriate funding aside in the budget during the intervening 3 years in preparation. The figures below are conservative estimates that should suitably plan for future purchase. ($7500 per Op's Grant installments)

Term 3, 2014	Term 3, 2015	Term 3, 2016
$30,000.00	**$30,000.00**	**$30,000.00**

The above figures will be included in the annual budget.
It's difficult to predict ICT product development and what devices and technologies will be available to schools in three years. We are expecting that ICT device costs will continue to drop in the coming years to the schools benefit as we approach Term 3, 2016.

It is our intention to dispose of these devices in three ways:
1. Buy back options for the school from supplier(s).
2. Sell or distribute devices to our students/families/ teachers.
3. Through extraordinary care and security in the classrooms, we will maintain our ICT devices as teaching and learning resources past Term 3, 2016.

Approved:…………………………………………(Chairperson, Board of Trustees)

On behalf of, and with the authority of the Board on ………………………………

Review Date: Term 3 2015