

Good Shepherd
Lutheran School
ANGASTON

ICT Policy

For students who use the computers

Rationale

Information and Communication Technology (ICT) is an integral part of work and life for both young and old.

Tomorrows adult will require effective ICT skills to function in an increasingly information technology reliant world.

This document outlines what we consider to be the basic level of competency for students at Good Shepherd.

Belief Statements

We believe that the use of technology shall be in keeping with all Christian ethics, attitudes and behaviour.

We believe that students need to be aware of the relevant technologies that are currently used in society and have the skills to be able to use them effectively.

We believe that access to a wide range of technologies and skills will empower and enable students to use future technologies.

We believe that staff should endeavour to develop their ICT skills for use in both a teaching and professional capacity.

Aims

Our aim is to enable all to learn and practice a wide range of computer skills.

Our aim is to develop successful learning experiences that are appropriate to the age and ability of the learner.

Our aim is to provide support for the implementation of the ICT Scope and Sequence.

Our aim is to regularly evaluate and update the ICT Scope and Sequence.

Objectives

We will provide computing lessons to all students to attain the skills outlined in the following document.

We will use a variety of software to enable students to attain and practice the skills outlined in the following document.

We will provide opportunities where all students have the freedom to experiment and learn from each other.

We will give all students the opportunities to utilize skills taught.

We will have a ICT group whose role it is, to oversee and review the Scope and Sequence document and professional development.

Scope and Sequence

Outcomes are broadly grouped into one of the following areas:

- general Computer Operation
- keyboarding
- word Processing
- internet
- database
- presentation
- spreadsheets

It is envisaged that the outcomes listed would be achieved by the **end** of the band
(R – 2, 3 – 5, 6 – 7)

This forms the basic level of competency for the use of computers within Good Shepherd school.

Reception – Year 2

General Computer Operation

Can operate a computer:

- identify parts of the computer
- start, restart and shutdown a computer.

Can use a mouse:

- move the mouse to a desired point on the screen
- point and click the mouse
- click and drag the mouse
- point and double-click the mouse
- open a file using the mouse
- lifts mouse and repositions it when they run out of room.

Can work on a network:

- can log on and off
- access and open programs stored on the network
- print documents to a network printer
- access, save and retrieve files from a personal space on the network.

Keyboarding

Can use a keyboard to type:

- uses informal typing techniques to type words
- uses informal typing techniques to type phrases
- uses informal typing techniques to type sentences
- uses Shift, Caps Lock and Arrow keys.

Presentation

Can add / create graphics:

- place text into a static screen
- create an image using basic graphics tools
- paste an image copied from ClipArt.

Word Processing

Can use a keyboard and menu tools to word process:

- access and open a word processing program
- enter text
- delete text using the delete or backspace key
- use the Space Bar
- uses the Cursor and Insertion point
- uses punctuation keys
- uses Enter key
- save and Retrieve files
- highlight text
- modify the format of text (size, style, font and colour).

Internet

Uses the Internet:

- navigate simple websites
- can use given keywords to locate relevant information
- scroll up and down websites to locate information
- uses Back and Forward buttons.

Year 3 – Year 5

General Computer Operation

Navigates menus and icons:

- identifies different icons and their function
- locate menus and submenus using the mouse
- identify active and inactive menu items
- close a file or application using the mouse.

Can navigate to network resources:

- access network resources.

Organises own work in folders:

- create a folder
- move files into folders
- change the name of a file
- change the view of a window (thumbnail, list, details etc)
- can delete files
- can delete folders.

Keyboarding

Uses basic keyboard shortcuts in software:

- can save a file using keyboard shortcuts
- can close a file using keyboard shortcuts
- can copy, paste and cut using keyboard shortcuts
- can use Page Up, Page Down, Home, End, Backspace and Delete keys.

Can type with some degree of speed and accuracy:

- uses basic touch typing skills and finger positions.

Presentation

Can make a PowerPoint presentation with multiple slides using a variety of effects to enhance presentation:

- add images from a variety of sources (photo, ClipArt etc)
- add new slides to a presentation
- apply a Layout to slides
- apply a Template to slides
- delete slides
- rearrange slides
- effectively use slide transitions.

Internet

Can navigate the Web to desired location:

- uses page navigation features in browsers (Back, Forward, Home, Refresh, Stop)
- records web addresses (e.g. written or saved in a word processing document).

Uses rudimentary searches for information:

- uses the Google toolbar / website.

Word Processing

Can import images into documents:

- import and position images

Can manipulate text:

- can copy, cut and paste text
- use the spellchecker, grammar checker and thesaurus.

Can use advanced skills in word processing:

- adjust the margins, justification and line spacing of a document
- creates indents and hanging indents
- uses page breaks
- copy text between two or more documents
- uses the "Save As..." feature to create a separate document.

Spreadsheets

Can make a spreadsheet:

- recognise and name parts of a spreadsheet
- opens a spreadsheet file
- move to a specific cell on a spreadsheet
- enter text or numbers into cells
- modify the size of rows or columns.

Can use data in a spreadsheet to develop a chart:

- creates a variety of charts.

Databases

Can use a database (Library catalog):

- recognises and names elements of a database (tables, records, information types)
- uses inbuilt searches.

Year 6 – Year 7

General Computer Operation

Can name parts of a computer and describes in basic terms how they work:

- explains the basic operation of the computer and its peripherals
- explain what a hard drive is and how it is used
- understand the size conventions used to measure storage capacity.

Can use shortcuts:

- can create shortcuts for applications or folders on the desktop.

Keyboarding

Can type with speed and accuracy:

- uses touch typing techniques and skills to type.

Presentation

Can operate a scanner:

- can scan, capture and save an image
- can manipulate scanned image.

Can make a PowerPoint presentation including music, video and buttons with a variety of effects:

- can import music and video into PowerPoint presentation
- can insert buttons and links to activate embedded objects.

Word Processing

Can use advanced skills in word processing:

- uses the Find/Replace function
- insert and customize headers and footers
- uses columns and tables to organize text.

Can modify imported images – text wrapping, size, colouring:

- changes text wrapping to suit text
- modifies the colouring of images
- modifies the size of images while keeping aspect ratio
- modifies the order of elements on the page.

Internet

Can navigate the Web to complete tasks:

- save sites using bookmarks
- uses the “Save As...” command to save web pages for later reference
- uses advance search techniques (Boolean searches) to locate pages (e.g. **snakes – python** to search for snakes that are not pythons)

Uses email:

- open up an email program
- retrieve and read an email message
- reply to an email message
- delete an email message
- organise email inbox using folders
- compose, address and send email
- forward emails
- attach files to emails
- practices safe email techniques (AV).

Spreadsheets

Can make a spreadsheet:

- modify the format of elements a cell or group of cells:
- insert and delete rows or columns
- copy and paste values between cells
- protect spreadsheets from alteration.

Can use data in a spreadsheet to develop a chart:

- modifies elements of charts
- copy and paste charts into other applications.

Can use formulae within spreadsheets

- use formulae to calculate new values.

Databases

Can design and implement a simple database:

- sets up tables and relationships to store information
- sets up queries to search for information
- sets up forms and reports to facilitate user interaction.

Presentation

Can import and edit video:

- can operate a video camera
- can import video data into appropriate software
- can edit video data, adding text and transitions
- can export video data to tape/CD/DVD.

POLICY FOR USE OF INFORMATION TECHNOLOGY FACILITIES

PREAMBLE

The School provides information technology facilities for use by the school community. These facilities are provided to assist staff members and students to conduct authorised educational and administrative pursuits.

To assist users obtain the maximum benefit from these facilities, a range of support services is also provided.

The School depends on reliable and effective information technology facilities for its educational and administrative functions. The School expects that each user be aware of the contents of this document.

POLICY

The School will maintain procedures that provide guidance to users of its information technology facilities for acceptable behaviour, in order to promote reliability, effectiveness and respect for other users.

DEFINITIONS

Information Technology

Includes the systematic application of computing, telecommunications, media and other electronic technologies to the collection, processing, transformation, organisation, storage, transfer, and presentation of information in all its forms, in order to enhance the performance of individuals in all school activities.

The School's Information Technology Facilities

All equipment and materials, software, services, data and dedicated building space used in connection with information technology, which is owned by, leased by or used under licence to the School, or owned by, leased by or used under licence to other bodies and which is available for use through an agreement or agreements with the School; or wherever situated where access is by means of School information technology facilities

User

Any person using the information technology facilities

Administrator: Information Technology Coordinator

The person appointed by the School as having responsibility for the security and management of all or part of St. Michael's information technology facilities

Usage of Information Technology Facilities

Subject to this policy, the following persons are entitled to use Good Shepherd School's Information Technology facilities:

- enrolled students
- staff members (teaching and support)
- affiliated users, determined from time to time by the Administrator/Bursar/Principal
- other users as may be provided access to certain information stored on the School's Information Technology facilities through the internet and the world wide web. Such access does not constitute permission to use Information Technology facilities in any other way or for any other purpose.

Authorised work

For a student and staff member, authorised work is work which is **lawful and is teaching, educational, research, preparation, administration, information technology support activities or other agreed school related work.**

For affiliated users, authorised work is work which is lawful and is defined by the terms of the agreement between the affiliated user and the School.

DISCLAIMER

Good Shepherd Lutheran School accepts no responsibility for any damage or loss arising directly or indirectly from the use of any information technology facilities or for any consequential loss or damage. The School makes no warranty, expressed or implied, regarding the information technology facilities offered or their fitness for any particular purpose.

The School will not be responsible for the loss of any data or software stored in the Information Technology Facilities. Although standard back-up procedures may be in operation on some Information Technology facilities, the user is responsible for the maintenance of copies of any data or software controlled by the user.

While reasonable care, consistent with good business practice, is taken, **the School does not guarantee the confidentiality of any data stored on any School information technology system or transmitted through any network.** For the purpose of managing the information technology facilities it may be necessary to monitor files and usage. **The School reserves the right to examine or copy files or data on School information technology facilities to maintain a secure, efficient and effective information technology environment and to ensure compliance with this policy.** In many cases user files will be copied to provide backup for disaster recovery, and network traffic will be sampled to ensure correct functioning of equipment.

PROCEDURES

1. USER RESPONSIBILITIES

Information technology facilities may be used only for authorised work.

1.1 Users of information technology facilities shall have due regard to the right of others to use information technology facilities in accordance with this policy.

Users must not behave in a manner which unduly inconveniences other people, or which causes or is likely to cause damage to the School's facilities, materials or equipment.

Users must not behave in an abusive or offensive manner or in any way, which may cause loss, injury or damage to any person.

1.4 Users must not attempt to interfere with the operation of the School's Information Technology Facilities. This includes removal of any equipment from the School without explicit permission from relevant staff members. Permission is automatically granted to remove users own printouts, files, disks, CDs and belongings.

1.5 Users must not install software on any School Information Technology hardware, unless the installation is designated as part of their authorised work.

1.6 Misuse of any networks or information technology facilities at other sites where access is by means of the School's Information Technology Facilities will be treated as misuse of Information Technology Facilities at the School.

1.7 Users may use the information technology facilities only in ways that do not breach the law or cause loss, injury or damage to other persons.

1.8 Users must not access any data in the Schools Information Technology facilities unless that data belongs to them or has been specifically and intentionally designated for public use or for the use of a group to which they belong.

1.9 Users inadvertently obtaining any data to which they are not entitled, or becoming aware of a breach of security pertaining to data from any information technology facility should immediately report this to the Administrator.

1.10 Users must not under any circumstance, in messages or otherwise, represent themselves as someone else, fictional or real, without providing their real identity or username.

1.11 Users must not engage in inappropriate or harassing email. Email content that does not meet the school's standards (as listed in this document) must not be used or included in any emails. If a user receives inappropriate email it must be deleted immediately and reported to the administrator. The information technology facilities provided by the school are for educational purposes. The sending or receiving of inappropriate material via email may incur a consequence if a breach of this policy exists.

Inappropriate 'on-line' activities that may result in breach of this policy include:

- sexually harassing, racist or other discriminatory communications (either between staff at the school or to third parties outside of the school)
- defamatory email
- breaches of third party intellectual property rights due to the downloading of copyrighted material from the Internet and
- possession of prohibited pornographic or offensive material if the school's computer system has been used to download, store or exchange such material.

2. COPYRIGHT AND SOFTWARE LICENSING

- 2.1 Users must not use the School's Information Technology facilities to infringe the copyright of any person. Users must be aware of the law of copyright as it affects Information Technology software. Software must not be copied except with the express permission of the copyright owner.
- 2.2 Users may not make use of or copy any Information Technology software contrary to the provisions of any agreement entered into by the School in order to obtain that software. The onus is on users to consult with relevant school staff to clarify the permitted terms of use if they wish to use any software for purposes other than those for which the school has a licence.
- 2.3 Hard disk copies of software used in a multi-access or network environment to allow simultaneous access by more than one user can be provided only if specifically permitted in the contract or software licence, or if a copy of the software has been purchased for every simultaneous user of the hard disk copy.
- 2.4 Software used on the School's Information Technology facilities may be subject to the Copyright Act, 1968 (Commonwealth) and therefore usage may be subject to conditions.
- 2.4.1 Staff of the school are personally responsible for complying with the Copyright Act relating to the use of Information Technology software and to the terms and conditions of the particular contract or software licence relating to each item of leased or purchased software.
- 2.4.2 The Copyright Act makes specific provision for the making of a backup copy of either the original or an adaptation of an information technology program. This reproduction can be made only for the purpose of being used in the event that the original copy is lost, destroyed or rendered unusable. Such a backup copy cannot be made from an infringing copy of the software or where the copyright owner has given express directions to the contrary.
- 2.4.3 Other than for authorised backup copying, the reproduction of Information Technology software constitutes a breach of the Copyright Act and may result in legal action against the offender.

3. CONSEQUENCES OF MIS-USE

3.1 Alleged Breach

Where an alleged breach of this policy has been brought to the attention of the Administrator, the Administrator must:

- a) act to prevent any continuation of the alleged breach of this policy pending investigation
- b) advise the person of this policy and require the person to discontinue immediately the alleged breach
- c) promptly notify other relevant authorities, including the Principal of the School.

3.2 Investigation

The Principal, or other appropriate senior staff member of the school will conduct an investigation of the alleged breach;

If, as a result of the investigation, it is concluded that no breach of this policy has occurred, no further action will be taken against the person, and no record of the investigation will be placed in that person's file

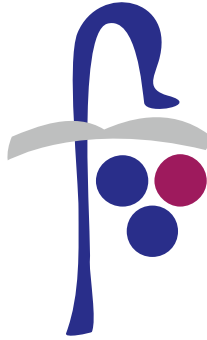
If, as a result of the investigation the principal concludes that a breach of this policy has occurred, then appropriate steps may be taken by the principal in relation to the staff member concerned, including placing a formal warning in writing upon the staff members personnel file and withdrawal of permission to use the school's information technology facilities.

3.3 Persistent breach

If a staff member, then this will be considered a serious misconduct and the Principal will be entitled to act upon the matter as a serious performance issue.

I have read the above policy and understand the guidelines and implications of use for the Good Shepherd Lutheran School Information and Communication facilities.

Signature: _____ **Date:**



Good Shepherd Lutheran School ANGASTON

Good Shepherd Lutheran School Internet User Policy

New communication and information technologies are shifting the ways that information may be accessed, communicated, and transferred. Those changes may also alter instruction and student learning. St. Michael's Lutheran Primary School offers students access to the Internet through our internal network.

Along with global communications comes the availability of materials that may not be considered appropriate in the classroom. However on a global network it is impossible to control all materials. Ultimately, the students are responsible for compliance with the established standards when using media and informational resources.

Rules and Responsibilities

Students are responsible for good behaviour on computer networks just as they are in the classroom. Communications on the network are often public in nature. General rules for behaviour and communications apply.

The internet is provided for students to communicate and conduct research with others in relation to **school based activities**. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore based upon the acceptable use guidelines outlined in this document, the Principal, the ICT Coordinator and/or teachers will deem what are inappropriate: email uses, internet locations, and use of school resources. Their decisions are final. The principal will **instruct the ICT Coordinator to deny, revoke, or suspend specific** student user accounts.

Individual users of the internet are responsible for their use of the network. The use of the facilities must be in support of education and research and must be consistent with academic expectations of Good Shepherd Lutheran School.

Transmission of any material in violation of Australian or state regulations including copyrighted, threatening, or obscene materials is prohibited.

Guidelines for Computing and Internet Use at Good Shepherd Lutheran School.

Please read and discuss the following information with your child/children then detach and return the tear off section to their class teacher. Once returned we will activate the child's internet access.

Computers and Information Technology are an integral part of learning in the 21st century. The school has a curriculum network of computers and assorted hardware and software to assist with this learning.

The overwhelming majority of students use the school's computer facilities responsibly and we are certain that this level of responsibility will continue. However, a student disrupting the school's computer system is a serious matter. The time and resources involved in correcting any misdemeanours leads to unnecessary disruptions to the network and disadvantages a large number of students.

Interference by students with the settings of the individual computers, with the programs running on the computers or with other students' work saved in their folders will result in the forfeiting of the student's computer access for a period of time deemed suitable by the ICT Key Teacher and the Principal.

Inappropriate and unauthorized printing to the colour printer drains resources away from other areas in the ICT budget.

The internet is a widely used resource in the school supporting student learning in a variety of ways. Searching for and downloading or attempting to download information that is not related to specific learning tasks is a misuse of the electronic information resources now at the disposal of students and will result in a student forfeiting access for a period of time.

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Guidelines for Computing and Internet use @ Good Shepherd Lutheran School.

The purpose of these guidelines is to ensure that the students use the school's computer facilities and the internet in an appropriate and responsible manner. To this end the guidelines are listed specifically below:

1. Students will only access internet with teacher permission and supervision.
2. Students will ensure that any work they produce does not contain inappropriate or offensive content.
3. When undertaking research tasks on the Internet students will only search sites that are related to their unit of work.
4. Students will only access appropriate sites. They will make no attempt to access inappropriate material. (Such as downloading music videos for personal use.)
5. Students will only print in colour when it has been checked and approved by a teacher.
6. Students will use the computers responsibly and will not interfere with their operation.
7. Students will not access other students' material stored on the network.

I agree to follow the above mentioned guidelines and understand that if I do not do so it will result in a loss of my computer or Internet rights for a period of time considered appropriate.

Student nameClass.....

Student signature Parent/Guardian signature

Date.....