



# Clapham Primary School

## ICT Policy

<b>File Location:</b>	K Drive: Policy and Procedures	
<b>Approved by:</b>	<b>Principal:</b> Cassie Kopias	Governing Council
<b>Date:</b>	March 2025	Review: March 2028



## **Vision**

At Clapham Primary School, our vision is to develop students who are self-motivated and directed in their learning. We focus on student agency, believing these attributes will benefit students during their time with us and beyond. Our aim is to enhance learning outcomes by integrating technology, ensuring students are prepared for a globalised and connected world.

## **Aims**

- Align ICT teaching with the Australian Curriculum Digital Technologies and General Capabilities.
- Develop students' skills to become independent, creative, and confident ICT users.
- Support diverse learning needs through technology.
- Foster connections between school, home, and the global community.
- Enhance teaching, learning, and management across the school.
- Educate students on the social impact and addictive nature of devices.

## **Cybersafety**

Our school is connected to the SWiFT Network, providing robust filtering and security solutions. The SWiFT portal allows us to manage content filters and improve cyber security. We provide cyber safety resources to staff, students, and parents, supported by the eSafety Toolkit for Schools.

## **Internet Use**

- Reception-Year 2: Teachers provide access to pre-approved sites. Students use specific web searches or QR codes.
- Year 3-6: Students search under teacher supervision, learning about search techniques and copyright laws.

## **Personal Devices**

Mobile phones are not permitted during school hours, including breaks. Any student who brings a mobile phone to school must store it in the lockable drawer provided in the Front Office. All phones must be signed in at the start of the day and signed out at the end of the day. In case of emergencies, students may use the school office phone with permission from a staff member. The school is not responsible for the loss, theft, or damage of mobile phones brought onto school premises. Breaches of this policy by students may result in confiscation of the mobile phone, which will be returned at the end of the school day. Repeated breaches may lead to further disciplinary action.

## **Learning Devices**

Reception to Year 2: Students have access to class iPads for educational activities. These devices are used to support interactive learning and skill development. Years 3 and Above: The school is phasing out the BYOD (Bring Your Own Device) laptop program. Starting in Year 3, each student will be assigned a school-provided laptop. This laptop will be used throughout their time at the school until they leave. The school will ensure that all ICT resources are maintained and updated regularly.

Students and staff must report any technical issues or concerns to the ICT support team promptly.

## **Roles and Responsibilities**

- Leadership: Promote ICT use, provide training, and ensure policy updates.
- Teaching Staff: Use ICT to achieve educational outcomes and manage digital records.
- Students: Use ICT respectfully and responsibly, reporting inappropriate content.
- Parents: Supervise and support their child's ICT use at home.

## **Digital Citizenship**

We educate students on digital citizenship, emphasising respect, responsibility, and cooperation. Students learn to:

- Look After Themselves: Use appropriate online names and settings.
- Look After Others: Engage positively and report inappropriate behaviour.
- Look After Property: Respect digital resources and adhere to copyright laws.

This policy aligns with the Department for Education's guidelines and supports our commitment to providing a safe and effective digital learning environment.

