

Marlborough Primary School

School Policies Manual



ELECTRONIC COMMUNICATIONS

Rationale:

Staff, students and their families and volunteers of Marlborough Primary School use the Internet, Intranet, Telecommunications, Mobile devices (eg. ipads, ipods) and photography equipment as teaching and learning tools. We see electronic communication as a valuable resource but acknowledge it must be used responsibly by all.

All students are asked to sign an agreement to use electronic communication responsibly at school. Parents should be aware that the nature of electronic communication means that full protection from inappropriate content can never be guaranteed.

At Marlborough Primary School we

- Provide a filtered Internet service
- Have an age appropriate Literacy program and use electronic communications to support this
- Reinforce the importance of safe and respectful use of the electronic communication
- Communicate with parents to ensure that this policy and the student agreement is fully understood

Implementation:

1. Regular education for staff, parents and the community will be available on safe and responsible electronic communication use.
2. Student electronic communication access will be under teacher supervision
3. A written agreement will be provided to each student and their carer outlining mutual responsibilities in the provision of electronic communication access through the school. This agreement will be reviewed yearly and signed copies will be kept on file.
4. Intranet sites can only be accessed by students, staff and parents of the Marlborough Primary School community.
5. The school web page will be maintained.
6. Privacy of students, parents, staff and other users, be they individuals or groups, will be recognised and respected at all times.
7. When identifying students only the first name of the student will be used.

8. Teacher, parental and student written consent is required in order to publish photos, videos and/or students' work on the internet. Refer to the *Use of Students' Images Policy*.
9. Recognized protocols, when dealing with outside agencies as set out in relevant documentation, including the *School Policy and Advisory Guide* will be utilized.
10. All students and staff will be responsible for notifying the principal of any inappropriate material so that access to that material can be removed.
11. Consequences of publishing, accessing or failing to notify the principal of inappropriate material will include the removal of access rights.
12. A mobile phone should be taken by staff on all excursions and camps for emergency purposes.
13. Staff should only use mobile phones to receive/send messages outside teaching or supervision times, including yard duty, except in emergencies.
14. Students who bring mobile devices to school must leave them at the school office until the end of the school day, unless approved by the Principal and class teacher as a learning tool.
15. The school will implement planned Cybersafety education for all students in line with ESmart guidelines
16. Cybersafety tips will be included in the school's newsletter and information sessions will be offered to school families

Evaluation:

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

References:

MPS Use of Students' Images Policy.