



Dingley Primary School

Acceptable Use of Digital Resources Policy

1. Definition:

1.1. Digital resources include, but are not limited to, the following (school owned) items:

- Desktop, laptop and netbook computers, scanners and printers
- School network and Internet
- Digital still and movie cameras
- Interactive whiteboards
- Sound recording and playing devices (e.g. mp3 players, digital voice recorders)

2. Rationale:

2.1. Digital resources are essential tools for providing students with an enriched learning environment. Dingley Primary School actively supports access by students and staff to the widest variety of information resources, but acknowledge these resources must be used responsibly.

3. Aims:

- 3.1. To provide students and staff with a safe working environment while using digital resources.
- 3.2. To engender an awareness of the intellectual property of others and the implications of breaching intellectual property laws.
- 3.3. To ensure that digital resources are used appropriately so that all are able to take advantage of the resources.

4. Implementation:

- 4.1. Students will be given instruction on appropriate use and care of the school's digital resources prior to their use.
- 4.2. Students and parents/care givers must sign the Student Acceptable Use Agreement before students will be allowed to access the facilities of the school. This agreement outlines student responsibilities and consequences for inappropriate use (see Appendices).
- 4.3. Parental or care giver permission will be obtained before any student's photograph, video footage or work will be posted on a public site on the Internet.

5. Evaluation:

- 5.1. This policy will be reviewed as part of the school's three-year review cycle.
Review Date: 2020

This policy was last ratified by School Council in: **June 2017**