Mansfield Primary School
Learning Technologies Policy

BASIC BELIEF

Mansfield Primary School believes that students, staff and the school community need to develop appropriate skills and attitudes towards information technology to become independent and critical learners. All students are introduced to and have ongoing access to Learning Technologies. Computers are used as tools to perform tasks related to the current curriculum.

IMPLEMENTATION

- The direction and implementation of Learning Technologies will be driven by the school’s current three year eLearning Plan
- A co-ordinator will be appointed to manage Learning Technologies across the school
- Learning Technologies will be an integral part of all classrooms integrated curriculum across the Victorian Essential Standards (VELS) and supported by the Techworks Framework.
- All students will be provided with a variety of activities that focus on developing the above skills
- Students and staff will have access to a variety of hardware, software and peripherals including digital and video cameras, scanners, CD burners, data projectors, interactive whiteboards, data loggers and digital microscopes
- The school will attempt to keep abreast of relevant technological advances. Continual review, upgrade and maintenance of both software and hardware will be carried out
- Parents will be encouraged to participate in and assist with the use of learning technologies in the school and classroom
- Access to the internet and e-mail will be supervised by staff and follow the school’s Acceptable Computer Use and Student Agreement (see attached sheet)
- A student “Techie Team’ of years 5/6 students will meet once a week to learn more advanced programs and to trial new programs for student use.
- A variety of assessment procedures and strategies will be used to assess and report on:
  (i) the student’s development and understanding of Learning Technologies
  (ii) the quality and effectiveness of the program
- Available expertise will be utilised with regard to continued program and resource management. A support technician will be employed where possible
- All staff and students will be made aware of the procedures to be followed when dealing with technical problems
- Staff will be provided with a budget, accessible resources and relevant Professional Development to implement an effective Learning Technologies program

This policy was ratified by the Mansfield Primary School Council on – 16th August 2010

Review Date: 2013
ACCEPTABLE COMPUTER USE STUDENT AGREEMENT  
GRADES 3 - 6

INTRODUCTION
Our school recognizes that familiarity with Learning Technologies is essential for student studies and future employment. In order to do this the school has a computer network accessible to all students. The Internet is provided for the purposes of educational research and learning. Our school promotes responsible use of computer facilities by providing adequate supervision and encouraging students to be responsible users. Students are expected to follow guidelines governing network use with breaches resulting in limited or withdrawn access to facilities.

STUDENT AGREEMENT
I agree to use the Internet and email at Mansfield Primary School in a responsible manner for purposes stated by my teacher. I can expect adequate supervision will be available when using the Internet.
If I find myself in unsuitable locations I will immediately click on the back button and inform my teacher.
I will compose email messages using only language that is acceptable in my school.
I will inform my teacher if I receive email that makes me feel uncomfortable.
I will always have my teacher’s permission before publishing web pages or sending email.
I will not give out personal information such as my surname, address, telephone number or that of my family.
I will respect the rights, privacy and property of others when using the Internet.
I will not publish or send a picture of myself without first checking with my teacher.
I will not publish material from other web sites unless I have permission from the person who created the material. If I am unsure, I will check with my teacher.
I understand that breaches of rules will see me lose my internet access for a period of time determined by the school.

Student Name:  .................................................................
Student Signature: ...........................................................
Date:  ................................................

PARENT/GUARDIAN AGREEMENT
I agree to ................................................................. using the Internet at school for educational purposes in accordance with the Student Agreement above.
I understand the school will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable material.

Parent/Guardian Signature: ...........................................................
Parent/Guardian Name: ...........................................................
Date:  ................................................
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PARENT/GUARDIAN AGREEMENT
I agree to allow my child to access the Internet within sites that have been previously viewed by the classroom teacher and filtered by a provider approved by the Department of Education, Training and Employment.
I expect that adequate supervision will always be available when my child is using the Internet.
I expect that my child will be shown what to do should he/she encounter any material on the web that makes him/her feel uncomfortable at any time.
My child is aware that he/she should never give out personal information, including their phone number, last name or home address when using the Internet.

I give permission for ............................
to use the Internet at Mansfield Primary School

Parent/Guardian Name: ............................

Parent/Guardian Signature: ............................

Date: .............................