
ICT Privacy Policy

Status: Ratified by School Council
November 2013

Rationale:

The Internet is a global computer network, which is a storehouse for vast amounts of information. The ICT policy is to ensure that those who use the on-line services at school do so in an appropriate manner. The Internet is for education purposes. The ICT Privacy Policy protects the privacy of students, teachers and parents when using ICT at school.

Aims:

- To demonstrate appropriate use of ICT equipment.
- To understand the nature of personal information and privacy guidelines when using ICT resources.

Guidelines:

- This policy is to be read in conjunction with the R.H.P.S. Privacy Policy.
- No student will use any computer without permission from a staff member
- Teachers will supervise students using school computers.
- Personal programs may not be copied/installed, or programs downloaded from the Internet onto school computers.
- No student will use the Internet without signed parental permission.
- Rolling Hills Primary School (R.H.P.S.) will follow DEECD guidelines established under the following laws:

6.28 Information privacy

Victorian information privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, regulate the way government schools can collect, use, retain and secure personal and health information. This is information or opinion about an individual whose identity is apparent or can reasonably be ascertained from the information. These laws apply to student records and staff files and information held by Victorian government schools and the Department of Education and Early Childhood Development that identifies individuals.

6.28.1 Information privacy

This law establishes standards for the collection, handling and disposal of personal information. An example of personal information is a person's name and address. This law applies to all forms of recorded information about an individual and includes photographs and emails. The *Information Privacy Act* places special restrictions on the collection and use of 'sensitive information'. Sensitive information includes information about an individual's racial or ethnic origin, political views, religious beliefs, sexual preference, and membership of groups or criminal record.

Implementation:

- Students are not permitted to download software from the Internet or use Internet facilities to achieve unauthorized access to systems, software or data.
- Purposefully viewing socially unacceptable material such as pornography, or violent or racist information is not permitted.
- Students must abide by copyright laws when copying or publishing material for school use.
- If inappropriate material is accidentally accessed the child will turn off the monitor and will notify the teacher immediately.
- Students must be supervised by a teacher, when accessing online sites.
- Disciplinary measures will occur if behaviour or actions on the computer are inappropriate. These measures may include being excluded from using the computer facilities at the school for a period of time to be determined by the Leading Teacher ICT and the Principal.
- Students are not to pass on any information about themselves, another student, teacher or family.

Evaluation:

The ICT Privacy Policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council.

References:

- <http://www.education.vic.gov.au/management/governance/spag/safety/supervision/mobilephones.htm>
- <http://www.education.vic.gov.au/management/governance/spag/safety/supervision/photoandfilm.htm>