Rationale

Rissalah College is in the process of developing ‘state-of-the-art’ technology facilities. ICT’s will become a significant element of the school environment, curriculum and culture. At Rissalah College we believe this promotes an engaging and stimulating environment for children. As educators we need to implement, develop and assess ways of enhancing learning through our application of technology in the classroom. We are in the process of creating an environment at Rissalah College that encourages ICT amongst staff, students, parents and the school community. We believe engagement and motivation are the keystones to life-long learning and this occurs best where classrooms reflect the environment students experience in their everyday lives both in and away from school.

Rissalah College aims to keep up to date with new ICT’s available in education by providing classrooms that are equipped with interactive white boards and several computers, together with applications that allow growth in student outcomes. Our goal is to install interactive whiteboards in all classrooms by 2014. To do this effectively we will need to develop a whole school approach to programming using the ICT skills and applications together with implementing digital portfolios for students to improve student learning.

Rissalah College aims to achieve a high level of ICT proficiency for all teachers and school leaders to ensure that ICT is embedded across the curriculum.
Definition of ICT

‘Technology is often used as a generic term for all the technologies people develop and use. It involves the purposeful application of knowledge, experience and resources to create products and processes that meet human needs’ (Australian Education Council, 1994).

Information and Communication Technologies are a specific type or sub-group of current and emerging technologies. ICT broadly encompass information and communication devices and the software that enables them to function. The devices usually have a central processor, and input and output components. Software supports the interaction between, and the operation of, these devices’ (Curriculum Corporation, 2006)

The term ‘Information and Communications Technology’ covers a wide range of resources including:

- Software
- Hardware including:
  - Computers, monitors, keyboards and mouses
  - Laptop computers
  - File servers
  - Data storage systems such as CD’s and DVD’s, USB memory devices
  - Digital cameras
  - Interactive whiteboards
  - Wireless devices etc
- Internet technologies both inside and outside of the classroom including:
  - Websites
  - Learning Platforms and Virtual Learning Environments
  - Email and Instant Messaging
  - Chat Rooms and Social Networking
  - Blogs and Wikis
  - Podcasting
  - Video Broadcasting
  - Music Downloading
  - Gaming
  - Mobile/ Smart phones with text, video and/ or web functionality
  - Other mobile devices with web functionality

Goals

The goals for students at Rissalah College are consistent with the National Goals for Schooling.

‘Australia’s national goals for schooling assert that when students leave school they should be: confident, creative and productive users of new technologies, particularly information and communication technologies, and understand the impact of those technologies on society (MCEETYA, 1999: Goal 1.6).
Definition of ICT Literacy

The definition of ICT Literacy the school will use is:

‘the ability of individuals to use ICT appropriately to access, manage, integrate and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society’ (MCEETYA, 2005)

Using ICT in curriculum areas

‘Applying ICT as a tool for learning in curriculum areas enables all students to have the opportunity to become competent, discriminating, creative and productive users of ICT. They are better able to achieve curriculum outcomes through effective use of ICT. They develop the knowledge, skills and capacity to select and use ICT to inquire, develop new understandings, create, and communicate with others in order to participate effectively in society. Students should have the opportunity to understand the impact of ICT on society, including potential risks to health and safety’ (Curriculum Corporation, 2006) Curriculum Corporation 2006, Statements of learning for ICT.

Communication

Rissalah College believes that communication is the key to success in ICT. Our Website will be increasingly used to communicate with parents, students and the school’s community on a daily basis. Our School Website is in the process of continuing development with information about school events, school policies, and general information about the school. Rissalah College will increasingly use the school Intranet (network) to share programming, lessons and files, collaborating, demonstrating, assisting others, and keeping-up-to date with school information. We believe that using the Website and Intranet promotes access to keeping up to date with new ICTs and learning, and it builds better communication and relationships amongst staff, students and the school’s community.

Rissalah College Intranet

Every class in the school will have a Class Home Page on the Intranet. The Class Home Page will have hyperlinks to each student’s files, and may also have specific links selected by the classroom teacher to provide ease of access to websites and documents relevant to student learning. Each student will eventually have their own Digital Student Portfolio on the Intranet which they can take home as a digital format at the end of the year. Within their Portfolio students have access to literacy, numeracy, multimedia, personal information and goals, and assessment folders. The digital Portfolios have the potential to act as a record of student achievement and progress over the time they spend at Rissalah College.

ICT infrastructure and learning

Our aim is to develop an ICT infrastructure that facilities the development of Information and Communication Technology skills to develop competent learners who can be productive, reflective, creative and capable of becoming responsible global citizens. At Rissalah College we strongly believe
that developing skills in ICT is essential in learning. We believe that explicit instruction of ICT skills, and exposure to stimulating software offers students the most valuable way of learning digitally.

**Use of the ICT infrastructure by students**

Computer facilities at Rissalah College are for educational purposes. The goal in providing these facilities is to promote educational excellence in teaching and learning programs via increased use of technology. The school is firmly committed to the proper and responsible use of all forms of technology by its staff and students, and, to this end, requires acceptance of, and strict adherence to the terms and conditions of the school’s acceptable use policy. Access to ICT equipment at Rissalah College is a privilege to which certain responsibilities apply. This privilege is extended to all students annually, providing they work within the bounds of the rules defined by the school.

**General Rules for using ICT’s at Rissalah College**

Students wishing to use technology equipment and the internet must abide by the following rules:

- I will treat equipment with care at all times.
- I will use appropriate language at all times when using computers, digital cameras and digital video cameras.
- I will use the resources available through the internet to sensibly research school assignments.
- I will respect laws pertaining to copyright.
- I will avoid websites that may have offensive or undesirable material.
- I will inform an adult if I find something that is inappropriate.
- I will inform an adult if I am aware that my peers are looking at, or for inappropriate sites.
- I will not use the internet for private or personal communication.
- I will not download any files from the internet without permission from a teacher.
- I will not install and run software, including games from home or that I have found on the fileserver.
- I will not delete, change or alter in any way, the appearance, sound or set up on any computers or other devices.
- I will not play games of any description on a computer without first seeking teacher permission.
- I will not interfere with any other student who is using a computer or other equipment.

**Students will learn to:**

- *Say No* - to using the computer to find, read or send anything rude, scary or unkind
- *Go to a responsible adult if they do and,*
- *Tell* - a responsible adult about anything that makes them feel uncomfortable

**Intranet Usage for Students to Enhance Learning**

From 2012 the students at Rissalah College will use the School’s Intranet (Network) to access lesson content, and files that they have created and which are relevant to their learning. They understand that
every individual's files are personal and should remain so. They are aware that accessing files that do not belong to them, without permission from the owner of the files or the teacher, will result in disciplinary action.

**Digital Class Pages**

Digital Class Pages will be created for every class throughout the school to provide an easy gateway to access links for students to their individual Digital Portfolio and also links that are relevant in class work. The purpose of the Digital Class Page is to maintain a consistent structure across the school that enables access for all students to their files. Class pages can also be used as a communication and celebration page for individual students, the class as a whole and the school.

All staff will be trained in how to use and edit their home page.

**Digital Student Portfolios**

Student Digital Portfolios consist of personal, academic and assessment information and can be sent home with the student at the end of the year as well as being retained for the duration of the period the student attends Rissalah College.

A Digital Portfolio is a learning process and a product, showcasing skills, achievements and ideas. A whole-of-school approach to integrating digital portfolios will deliver consistency and sustainability.

There are four dimensions of Digital Portfolios (QLD DETA):

- **Digital Archive** where students store their files like a scrapbook where students and can review the files to determine whether learning has been enhanced. They can act as an archive of the student's experience at Rissalah College.

- **Digital Capabilities** that focus purely formal assessments and outcomes-based goals. Information contained in the can be used to assess progress against specific criteria, including syllabus outcomes. (eg, scanned images of student writing, copies of word processing, spread sheets, graphs, drawings and other multimedia files that specifically demonstrate syllabus outcomes or other formally assessed work)

- **Digital Showcase** celebrates innovation and excellence used in a folio. This can demonstrate and provide evidence of their breadth and depth of learning that may not be specifically syllabus related (eg, photographs and videos of sporting, dramatic, social religious experience that are a significant part of the student's total learning experience while at Rissalah College.)

- **Digital Learning** learner-centred activities involving design, decision making, goal setting and scaffolded reflection.

**Staff and Student Responsibilities**

Staff and students will:
• not disable settings for virus protection, spam and filtering that have been applied within Rissalah College.
• ensure that communication through the Internet and online communication services is related to learning.
• keep passwords confidential, and change them when prompted, or when known by another user.
• promptly inform their supervisor or teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
• never knowingly initiate or forward emails or other messages containing:
  o a message that was sent to them in confidence.
  o a computer virus or attachment that is capable of damaging recipients’ computers.
  o chain letters and hoax emails.
  o spam, e.g. unsolicited advertising material.
• never send or publish:
  o unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  o threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  o sexually explicit or sexually suggestive material or correspondence.
  o false or defamatory information about a person, race, culture, organisation or religion.
• not use unauthorised programs or intentionally download unauthorised software, graphics or music that is not associated with learning,
Encouraging Responsible and Ethical use of Networked Services

The schools aims to assist students use ICT's in a responsible and ethical manner.

Students will:

- never damage or disable the computers, computer systems, connected devices (such as digital cameras, videos, microscopes etc.) or networks of Rissalah College
- be aware that all use of internet and online communication services can be audited and traced to through the networks software.

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing the works, drawings, photographs or any other material produced by others.
- always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate (usually the classroom teacher)

Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- any behaviours they observe that may cause damage to the schools facilities.
- any use of the ICT facilities at Rissalah College that may reflect negatively on the school.
Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using Internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to access Internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
Rissalah College Staff Use Policy

Staff at Rissalah College use the internet with the knowledge that: *Using the school’s ICT infrastructure and email systems to seek out, access or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature may result in disciplinary or legal action.*

The staff at Rissalah College use the School’s Intranet (Network) to communicate with staff and students in a professional manner. All staff are aware of adding content that is only relevant to professional standards, and content which facilitates the educational growth of students in the environment of an Islamic School.

This policy statement confers certain privileges and details certain responsibilities in relation to employee use of Rissalah College’s communication devices (such as telephones, mobile phones, computers, personal digital assistants (PDAs), facsimiles, the Internet and email) that are provided for business, teaching and learning purposes.

**Policy statement**

- communication devices in the school are provided for business and educational use,
- every employee has a responsibility to be lawful, ethical and efficient in their official or private use of the school’s property and services,
- every employee has a responsibility to be productive in the use of their work time,
- employees are also private citizens with individual personal needs and obligations who, from time to time, may need to make use of communication devices for personal purposes,
- there is a reasonable limit to which Rissalah College’s communication devices may be used for personal purposes, and

**Applicability**

The terms and conditions contained in this policy document apply to all Rissalah College employees including:

- All teaching staff
- All administrative and management staff
- All support staff
- All casual teachers
Acceptable Use Policy at Rissalah College

Objectives

To:

- enhance students’ learning experiences by providing access to vast amounts of information across the globe.
- create a collaborative learning environment to assist with learning outcomes.
- create secure access to networked services to enhance student learning experiences at Rissalah College
- facilitate research and learning and communication between students and staff.
- to develop the information and communication skills necessary to use the internet effectively and appropriately.
- assist students monitor and accept responsibility for their use of networked services.

Supporting Documentation

1. Cyber-safety Information Use Agreement Letter to Parents of Students Kindergarten to Year 4
2. CYBER-SAFETY USE AGREEMENT Kindergarten to Year 4 Students
3. Cyber-safety Information Use Agreement Letter to Parents of Students Years 4 - 6
4. CYBER-SAFETY USE AGREEMENT Students Years 4 - 6
Cyber-safety Information Use Agreement
Letter to Parents of Students Kindergarten to Year 4

Dear Parent/Caregiver,

The computer network, Internet access facilities, computers and other ICT equipment can bring great benefits to the teaching and learning programs at Rissalah College and to the effective operation of the school. To ensure that these resources are used effectively and safely to enhance your child’s learning we ask you to read this document and sign the attached Use Agreement Form.

At Rissalah College our goal is to create and maintain a ‘cyber-safety’ culture that is in keeping with our values, the law and our professional obligations. The Use Agreement includes information about what we would like you to discuss with your child to help us create a ‘Cyber-Safe’ environment at Rissalah College. Once you have signed the Use Agreement and returned it to the school your child will have access to the range of ICT resources the school provides.

As a parent/caregiver you play a critical role in developing your child’s knowledge, understandings and ethics around their safety and safe behaviour regardless of whether they are at home, at school or in the community. We want your child to be ‘cyber-safe’. We ask you to discuss with your child the following strategies to help them and their fellow students stay safe when using ICT at Rissalah College and also when they use ICT’s outside of school hours.

Your child should:

1. only use school ICT equipment only when they have your permission and the school has received a signed Use Agreement form.
2. use the computers and other ICT equipment only for their learning and only with their teacher’s permission.
3. use the Internet at school only when a teacher gives permission and an adult is present.
4. ask their teacher or another teacher If there is something they are not sure about.
5. use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. This means that they will not be mean, rude or unkind to or about other people.
6. keep passwords and other personal details private.
7. If they are upset by anything that is mean or rude, or that they know is not acceptable at Rissalah College:
   a. not show others
   b. turn off the screen
   c. get a teacher straight away.
8. Know that they can only bring any ICT equipment/devices to school if they have your permission and the permission of the school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
9. ask their teacher’s permission before they put any personal information online. Personal identifying information includes any of the following:
   a. my name
   b. my address
   c. my e-mail address
   d. my phone numbers
10. be careful, responsible and look after all the school’s ICT equipment by:
   a. not being silly and playing around with it
   b. following Rissalah College’s cyber-safety strategies
   c. telling a teacher about anything wrong or damaged.
11. Understand that if they are not ‘cyber-safe’, the school may need to tell parents/caregivers and there may be consequences associated with my behaviour.

As a parent/guardian I understand that Rissalah College will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at Rissalah College or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to provide children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

As a parent/guardian I understand that my responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school’s cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Please read the attached document and return the signed Use Agreement to the Rissalah College.

Important terms:

‘Cyber-safety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

‘Cyber bullying’ is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

‘Rissalah College’s ICT’ refers to the school’s computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

‘ICT equipment/devices’ includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.
‘Inappropriate material’ means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

‘E-crime’ occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.
CYBER-SAFETY USE AGREEMENT

Kindergarten to Year 4 Students

I have read and understood this Cyber-safety Use Agreement and I am aware of Rissalah College’s initiatives to maintain a cyber-safe learning environment.

Name of child: ____________________________________________________________

Group/Class: ____________________________________________________________

Name of parent/caregiver/legal guardian: ____________________________________

Signature of parent/caregiver/legal guardian: ________________________________

Date: __________________________

Please note: This agreement will remain in force as long as your child is enrolled at Rissalah College.

If it becomes necessary to add/amend any information or rule, you will be advised in writing.
Dear Parent/Caregiver,

The computer network, Internet access facilities, computers and other ICT equipment can bring great benefits to the teaching and learning programs at Rissalah College and to the effective operation of the school. To ensure these resources are used effectively and safely to enhance your child's learning we ask you to read and discuss this document with your child and then get them to sign the attached Use Agreement Form.

At Rissalah College our goal is to create and maintain a ‘cyber-safety’ culture that is in keeping with our values, the law and our professional obligations. Your child is now at an age when they can genuinely accept responsibility for their behaviour when using ICT’s. The Use Agreement includes information about what we would like you discuss with your child why they should participate responsibly in creating a ‘Cyber-Safe’ environment at Rissalah College. They will need to sign the Use Agreement and returned it to the school so they can have access to the range of ICT resources the school provides.

As a parent/caregiver you play a critical role in developing your child’s knowledge, understandings and ethics around their safety and safe behaviour regardless of whether they are at home, at school or in the community. We want your child to be ‘cyber-safe’. We ask you to discuss with your child the following strategies to help them and their fellow students stay safe when using ICT at Rissalah College and also when they use ICT’s outside of school hours.

Your child should:

1. only use school ICT equipment only when they have your permission and the school has received a Use Agreement form signed by your child.
2. use the computers and other ICT equipment only for their learning and only with their teacher’s permission.
3. use the Internet at school only when a teacher gives permission and an adult is present.
4. ask their teacher or another teacher If there is something they are not sure about.
5. use the Internet, e-mail, mobile phones and any other ICT equipment only for positive purposes. This means that they will not be mean, rude or unkind to or about other people.
6. keep passwords and other personal details private.
7. If they are upset by anything that is mean or rude, or that they know is not acceptable at Rissalah College:
   a. not show others
   b. turn off the screen
   c. get a teacher straight away.
8. know that they can only bring any ICT equipment/devices to school if they have your permission and the permission of the school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
9. ask their teacher’s permission before they put any personal information online. Personal identifying information includes any of the following:
   a. my name
   b. my address
c. my e-mail address
d. my phone numbers
e. photos of me and/or people close to me.

10. be careful, responsible and look after all the school’s ICT equipment by:
a. not being silly and playing around with it
b. following Rissalah College’s cyber-safety strategies
c. telling a teacher about anything wrong or damaged.

11. Understand that if they are not ‘cyber-safe’, the school may need to inform parents/caregivers and there may be consequences associated with my behaviour

As a parent/guardian I understand that Rissalah College will:
• do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at Rissalah College or at school related activities
• work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to provide children with strategies to keep themselves safe in a connected online world
• respond to any breaches in an appropriate manner
• welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

As a parent/guardian I understand that my responsibilities include:
• discussing the information about cyber-safety with my child and explaining why it is important
• supporting the school’s cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
• contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Please read the attached document and return the signed Use Agreement to the Rissalah College

Important terms:

‘Cyber-safety’ refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

‘Cyber bullying’ is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

‘Rissalah College’s ICT’ refers to the school’s computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

‘ICT equipment/devices’ includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.
‘Inappropriate material’ means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

‘E-crime’ occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.
To students in Years 5&6.

Please read this page carefully to check that you understand your responsibilities under this agreement.

As a student I understand that Rissalah College will:
- do its best to enhance my learning through the safe use of ICTs. This includes restricting access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at Rissalah College or at school related activities
- work with me and my family to encourage Cyber Safe in a connected online world
- respond if I do not act in an appropriate manner.

As a student at Rissalah College I understand that my responsibilities include:
- discussing the information about cyber-safety with my parents and explaining why it is important
- supporting the school’s cyber-safety program by follow the cyber-safety strategies
- contacting my teacher or other teachers if I have any concerns about what I might see or what I see other students do that may not be appropriate on the school’s computers.

**CYBER-SAFETY USE AGREEMENT**

**Years 5 to 6 Students**

I have read and understood this Cyber-safety Use Agreement and I am aware of Rissalah College’s initiatives to maintain a cyber-safe learning environment.

Name of Student: _____________________________________________________________

Group/Class: _______________________________________________________________

Signature of student: _________________________________________________________

Date: __________________________

Please note: This agreement will remain in force as long as you are enrolled at Rissalah College.
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