

DIGITAL TECHNOLOGIES POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Strathfieldsaye Primary School.

Staff use of technology is governed by the Department's *ICT Acceptable Use Policy*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

VISION FOR DIGITAL TECHNOLOGY AT OUR SCHOOL

Strathfieldsaye Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Strathfieldsaye Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

STUDENT NETBOOKS AT STRATHFIELDSAYE PRIMARY SCHOOL

Classes at Strathfieldsaye Primary School are delivered with the use of student netbooks. Our school provides access to shared netbooks to students in Years F – 3 and it operates a netbook lease program for student in Years 4, 5 and 6, which means students must bring their leased netbook with them to school each day. Students must bring a charged netbook to school each day to be used during class time for different learning activities. Strathfieldsaye Primary School has special arrangements with Learning with Technologies, a computer store that offers discounted prices for the lease netbooks for Strathfieldsaye Primary School students.

Strathfieldsaye Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks that can be loaned to students in certain circumstances.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Strathfieldsaye Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Strathfieldsaye Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including access to cyber safety programs
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher, immediately. All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

STUDENT BEHAVIOUR EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Strathfieldsaye Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Strathfieldsaye Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

- This policy was last updated in November 2019 and is scheduled for review in 2023.

ANNEXURE A: ACCEPTABLE USE AGREEMENT FOR NETBOOKS

The following agreement covers students' use of netbooks and Information Communication and Technology tools at Strathfieldsaye Primary School. ICT tools are provided to students for educational purposes only. These facilities include access to the internet, email, Compass, school network and online educational and assessment programs, (additional educational programs may be used at the discretion of the school in accordance with our acceptable use of ICT agreement).

Students may use these tools for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use

Policy Agreement for Netbooks 2019. Students must demonstrate knowledge, understanding and compliance regarding the school's Acceptable Policy Agreement for Netbooks 2019 (signed off by their classroom teacher), prior to taking Netbooks home.

Student:

I understand that the Internet can connect me to useful information.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not use my netbook for social media at home or at school.
- 3) I will not look for anything that is illegal, dangerous or offensive.
- 4) If I come across something that is illegal, dangerous or offensive, I will:
 - a) clear any offensive pictures or information from my screen; and
 - b) immediately inform my teacher, in a quiet and respectful manner.
- 5) I will keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses or images.
- 6) I will not use the internet to annoy or offend anyone else. e.g. sending threatening, bullying or harassing content to another person.
- 7) I will not disable settings for virus protection, spam and filtering that have been applied by Strathfieldsaye Primary School.
- 8) I will ensure that communication through internet and online communication services is related to learning.
- 9) I will keep passwords confidential.
- 10) I will never allow others to use my personal accounts. e.g. Mathletics, Compass, email.
- 11) I will log off at the end of each session to ensure that nobody else can use my account.
- 12) I will promptly tell a supervising teacher if I suspect myself or others have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me, or others, feel uncomfortable.

- 13) I will not download software, graphics or music/movie files.
- 14) I will only use the school provided email for school use – this is not a personal email account.
- 15) I will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- 16) I will never plagiarise (directly copy) information or content and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- 17) I will not bring downloaded programs including games and music, to the school or run them on school computers.
- 18) I will always secure my netbook in its case, place it inside my bag and zip it closed before travelling to and from school.
- 19) I will always carry my netbook in its case when moving between buildings at school.
- 20) I will always shutdown my netbook at the end of each school day to enable important updates to install.
- 21) I will always reboot my netbook when I enter the classroom at 8:50am as part of my morning routine.
- 22) I will charge my netbook every night in order to have a fully charged netbook for every school day.
- 23) Once I have taken my netbook home, I will not bring my charger to school.
- 24) I will not change settings on my computer. e.g. cursor or desktop background.
- 25) I will sit in spots where my netbook screen is clearly visible to supervising teachers. e.g. not sitting under a desk or against a wall.
- 26) When carrying my netbook, I will always have the screen closed and use two hands.
- 27) I will never leave my netbook on the floor or on chairs (including other classroom furniture such as couches, ottomans, cubes and beanbags).
- 28) I will use Chrome and Edge as my internet browsers and will not install any additional browsers.
- 29) I will not remove or draw on the name stickers on my netbook.
- 30) I will always use technology in a manner that reflects the Strathfieldsaye Primary School's core values.
- 31) I will keep my original netbook box at home, to be handed back in original condition at the end of the year.
- 32) I understand that any damage caused to any netbook or case through inappropriate choices/use may incur additional charges.
- 33) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet or computer access for some time.

Please read, sign and return by (insert date).

Signed (Student) **Date**

Signed (Parent) **Date**