



# Toora Primary School

## DIGITAL TECHNOLOGIES

### (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

#### 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
- (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 Toora Primary School.

Staff use of technology is governed by the Department's *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.

#### POLICY

##### Vision for digital technology at our school

Toora 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.

Toora 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.

## Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Toora 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 Toora 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
- 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 (see ANNEXURE A)
- 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

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 a classroom teacher.

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 behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Toora 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), Toora 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 on 18<sup>th</sup> October 2019 and is scheduled for review in 18<sup>th</sup> October 2021.

## ANNEXURE A: ACCEPTABLE USE AGREEMENT



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## ACCEPTABLE USE AGREEMENT



### Rationale

At Toora Primary School our students use Digital Technologies to enhance our learning. Digital Technologies facilitate creative problem solving, information fluency, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Acceptable Use of ICT Policy supports our vision of ICT use and upholds in our students a strong sense of digital citizenship. It is also supported by the school's commitment to becoming eSmart using the Framework and working through the domains.

### Implementation

At Toora Primary School we learn to become responsible, digital citizens. We use Digital Technologies in safe, legal and responsible ways. Our students can access the Internet via connections that cover the entire school. Smart TV's and Polycom facilitate group viewing and discussions. Students each have access to a suite of software to support their learning needs via iPads, netbooks and desktop computers, as distributed by the school.

## Acceptable Use Agreement - Prep-Grade 2

**I understand that my child is expected to:**

*Show Respect for Self by:*

- selecting an online name that is likely to protect him/herself and that is not likely to cause offence.
- considering the information and images that he/she posts online whenever and wherever they are by applying the THINK acronym - Truthful, Helpful, Inspiring, Necessary, Kind.
- only taking photographs of themselves after gaining a teacher's permission.
- visiting age appropriate websites only and should an inappropriate site be accessed minimise the screen and report the issue immediately to the teacher

*Protect themselves by:*

- following the guidelines taught so that information they post online will not put them at risk.
- keeping his/her password and login details private.
- reporting people who try to bully them.
- talking to a teacher if they feel uncomfortable or unsafe online.

*Show Respect for Others by:*

- implementing the THINK acronym before posting information –
- Truthful, Helpful, Inspiring, Necessary, Kind.
- not entering their private work spaces.
- gaining the person's and teacher's permission prior to taking images of others and the uploading of that image.

*Protect Others by:*

- reporting any bullying and inappropriate behaviour he/she sees.

*Respect of Copyright by:*

- not copying other people's work without giving them credit.
- only downloading music or images with permission.

*Respect equipment*

- treat digital devices appropriately.
- ask permission before downloading programs, including games or apps on devices.

*Devices include (but are not limited to) tablets, MP3 players, mobile phones, netbooks and computers.*

- I understand that failing to follow these rules will result in appropriate consequences from the school which may include suspension of internet access and/or electronic device privileges and/or disciplinary action.
- I understand that the school network and e-mail accounts are owned by Toora Primary School and are not private. Toora Primary School has the right to access my child's information at any time.

**Parent**

I have read and understood the Digital Technologies Acceptable Use Agreement for Toora Primary School.

Parent's Name: ..... Date: .....

Parent's Signature: .....

## Acceptable Use Agreement – Grade 3 - Grade 6

### *Respect Yourself*

I will select online names that are appropriate. I will consider the information and images that I post online whenever and wherever I am. I will only take photographs after gaining a teacher's permission.

### *Protect Yourself*

I will make sure that the information I put online will not put me at risk. I will not share my password or login details with anyone else. I will report people who try to bully me. I will talk to a teacher if I feel uncomfortable or unsafe online.

### *Respect Others*

I will show respect to others and not bully them. I will not visit inappropriate websites or enter other people's private areas. I will record and photograph others only if directed by a teacher. I will ask the person's permission prior to taking their image and uploading their image.

### *Protect Others*

I will protect others by reporting any bullying and inappropriate behaviour that I see.

### *Respect Copyright*

I will not copy other people's work without giving them credit. I will not download music or images without permission.

### *Respect Equipment*

I will treat all digital devices with care. I will ask permission before downloading programs, including games or apps on devices.

*Devices include (but are not limited to) tablets, MP3 players, mobile phones, netbooks and computers.*

- I understand that failing to follow these rules will result in appropriate consequences from the school which may include suspension of internet access and/or electronic device privileges and/or disciplinary action.
- I understand that the school network and e-mail accounts are owned by Toora Primary School and are not private. Toora Primary School has the right to access my information at any time.

### **Student**

Student's Name: ..... Date: .....

Student's Signature .....

### **Parent**

I have read and understood the DIGITAL Technologies acceptable Use Policy for Toora Primary School.

Parent's Name: ..... Date: .....

Parent's Signature: .....