126 Digital Technologies Policy (Internet, Social Media and Digital Devices)

PURPOSE

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our BYOD program for year 4 – 6 students
- expected student behaviour – whether in or out of school – when using digital technologies including digital devices (such as computers, laptops, tablets, smart phones), the internet, and social media
- the school's commitment to promoting the 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
- 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 Cairnlea Park 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 technologies at our school

Cairnlea Park Primary School recognises that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support their 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.

At Cairnlea Park Primary School, students are supported to develop 21st century skills as they work with other students and teachers to create, share, collaborate, communicate and problem-solve. The effective use of digital technologies also enables personalised learning tailored to students' particular needs and interests, and transforms assessment, reporting and feedback to drive new forms of collaboration and communication.

BYOD at Cairnlea Park Primary School

Learning at Cairnlea Park Primary School is supported with the use of iPads. Students will engage with learning activities using school owned or personal devices at different times.

Our school operates a Bring Your Own Device (BYOD) program, whereby students who opt into the program bring their own personal device with them to school each day, fully charged.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Cairnlea Park Primary School provides school owned devices for students who do not opt into the BYOD program to use during their time at school.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school's Digital Learning Leader or another member of the school ICT Team.

Safe and appropriate use of digital technologies

Cairnlea Park Primary School is committed to providing a safe, secure and caring learning environment for all its students. It is important for students to be responsible and safe when working in the online environment or using technology. Students must be cyber-ready and cyber-safe, to prevent exposure to cyberbullying and the risks associated with digital technologies and to be educated on the unacceptable behaviour that may occur. Cairnlea Park Primary School is an eSmart school and is committed to online safety. Further information is outlined in our eSmart Policy.

At Cairnlea Park 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 promote the safe, responsible and discerning use of digital technologies, including eSmart and Cybersafety programs, an online system where students can report any cyberbullying, and classroom coaching
- 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 technologies 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 the 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 and signed the 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 the school ICT Team for support.

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 any messages or files on the network, 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 Cairnlea Park Primary School's *Values, Student 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), Cairnlea Park Primary School will institute a staged response, consistent with our policies and the Department of Education'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
- removal of access to devices for a period of time

RELATED POLICIES AND RESOURCES

eSmart Policy
Student Engagement
Bullying Prevention
Staged Response to Behaviour ICT
Smart, Safe and Responsible Use of Digital Technologies
www.cybersmart.gov.au
www.esmart.org.au

EVALUATION

This policy was last updated in November 2019 and is scheduled for review in 2021, or as required.

Cairnlea Park Primary School

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Smart, Safe and Responsible
Use of Digital Technologies

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ID:_____   Name:_____   Grade:_____

Part A: Introduction

Cairnlea Park Primary School recognises the educational value of digital technologies to support students' learning. We also recognise the need for students to be smart, safe and responsible users of these technologies.

In particular, the internet is a valuable educational resource. Students can use the internet for:

- Research, collaboration and communication
- On-line educational sites (such as Mathletics, Reading Eggs, school webmail)
- Blogs, wikis and other Web 2.0 tools to support curriculum programs.

Cairnlea Park Primary School also believes that explicitly teaching students about smart, safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Cairnlea Park Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be unconditionally guaranteed
- educate our students to be smart, safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- participate in the national eSmart program to help develop and support the smart, safe and responsible use of digital technologies.
- support parents/guardians to understand the importance of smart, safe and responsible use of digital technologies, as well as the potential issues that surround their use, and also strategies that can be implemented at home to support their child/ren

Part B: Student declaration

When I use digital technologies I:

- **protect personal information** by being aware that my full name, address, phone number, date of birth and photo is personal information and should never be shared online.

    This means
    - ✓ protecting my friends' and my family's information in the same way
    - ✓ protecting my password and not sharing it with others
    - ✓ only joining an online space on the internet with my parent's or my teacher's guidance and permission
    - ✓ **never** answering questions online that ask for my personal information
    - ✓ **never** arranging to meet someone who has contacted me through the internet.

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

    This means
    - ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
    - ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad.)
    - ✓ not responding to any messages that are unpleasant or that make me feel uncomfortable in any way. I will report this to a responsible adult if this ever occurs
    - ✓ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include links and references to anyone else's work that I use.)

- **look after myself and others** by thinking about what I share online.

    This means:
    - ✓ never sharing the full names, birthdays, school names, addresses or phone numbers of my friends or my family (because this is all personal information)
    - ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
    - ✓ speaking to a trusted adult if someone is unkind to me
    - ✓ speaking to a trusted adult if I know someone else is upset or scared
    - ✓ stopping to think about what I post or share online
    - ✓ using online spaces or internet sites that are appropriate for my age
    - ✓ not searching for anything rude, violent or inappropriate
    - ✓ either turning off the screen or using the back button if something appears that I don't like or is inappropriate. I will also tell a trusted adult if this ever occurs
    - ✓ being careful with the equipment I use.

- **use all equipment in a safe and responsible manner.**

    This means:
    - ✓ notifying the teacher immediately if I have any technical problems with the equipment
    - ✓ not interfering with any settings, or damaging the equipment, software or network
    - ✓ only accessing information which is relevant to my work.

Failure to comply with any of the above may result in restrictions or removal of access to digital technology resources (such as computers, netbooks or the Internet), or other sanctions consistent with the school's behaviour management policy.

Student Signature: _____

Parent Name: _____

Parent Signature: _____ **Date:** _____