Digital Technologies- (Internet Social Media & 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 including our 1-to-1 personal device program.
  (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 Echuca 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

Echuca Primary School understands that digital technologies including the internet, apps, computers and iPads 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.

Echuca 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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iPads at Echuca Primary School

Classes from grades 3-6 at Echuca Primary School are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities. Our school operates a Bring Your Own Device (BYOI) program, which means students must bring their own purchased or leased iPad with them to school each day. Echuca Primary School has special arrangements with 'Smart Move' a local computer store that offers discounted prices for the purchase of iPads for Echuca Primary School students.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have at least 8 GB of storage

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

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

Students, parents and carers who would like more information or assistance regarding our BYOI program are encouraged to contact the Digital Technologies Coordinator

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Echuca 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 Echuca 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 eSmart
- 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

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- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school for all students P-6
- 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, Facebook 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 the classroom teacher as appropriate, 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(including SMS, emails) 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 Echuca 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), Echuca 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 internet access privileges

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- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy is part of our 4-year review cycle. It was last reviewed in 2019.

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Acceptable Use Agreement – Echuca Primary School Grades P-6

Cybersafety is an important issue for all children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use a wide variety of school based iPad Apps.

Echuca Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about 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.

The digital technologies at Echuca Primary School allow all students to access a variety of information resources such as educational software, Email and the Internet.

Whilst providing a large amount of very important and safe information, the digital technologies, via the Internet, have the potential to allow access to undesirable information. Echuca Primary School attempts to maintain control over what is accessed in 4 ways:

- Teachers monitor the students' use of the Internet
- The school accesses the Internet through software filters which are designed to provide barriers to undesirable Internet sites and unacceptable information.
- The school has developed and implemented an acceptable use policy covering use of the Internet by the school community.
- Students are educated in the ethical issues to do with handling the internet.

Taken together, these measures go a long way to protecting our students from unacceptable information whilst allowing them access to the vast array of information resources available through the Internet.

At Echuca 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
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- 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 guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement.

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Safe and Responsible Behaviour

When I use digital technologies I:

• **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 copying someone else's work or ideas from the Internet and presenting them as my own. (I will include the link).

• **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ protecting my friends' information in the same way

- ✓ protecting my password and not sharing it with others

- ✓ only joining a space online with my parent or teacher's guidance and permission

- ✓ never answering questions online that ask for my personal information.

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

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their 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 apps, spaces or sites that are right for my age

- ✓ not deliberately searching for something rude or violent

- ✓ either turning off the screen or using the back button if I see something I don't like and telling a trusted adult

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✓ being careful with the equipment I use.

• **look after school based technology** by respecting school based iPads and computers
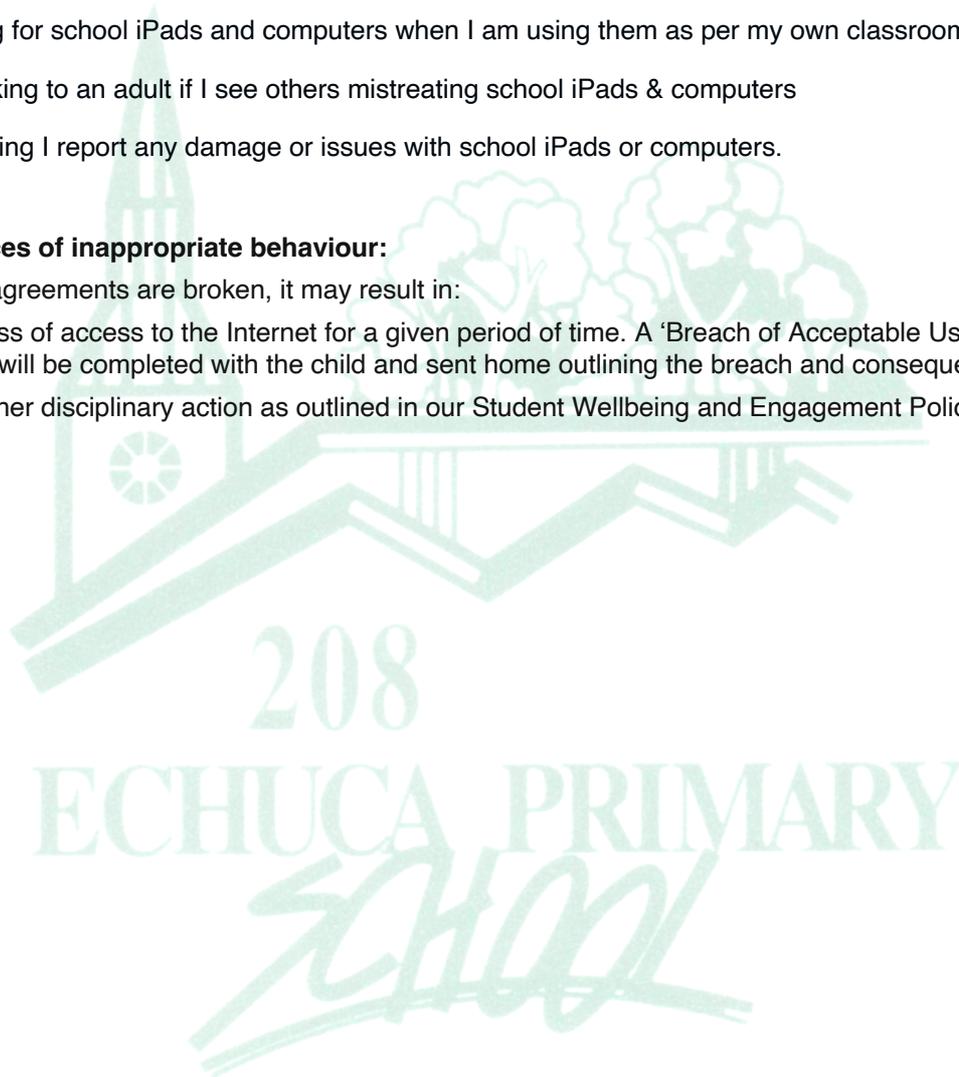
This means:

✓ caring for school iPads and computers when I am using them as per my own classroom rules

✓ speaking to an adult if I see others mistreating school iPads & computers

✓ ensuring I report any damage or issues with school iPads or computers.

Consequences of inappropriate behaviour:

If any of the agreements are broken, it may result in:

1. Loss of access to the Internet for a given period of time. A 'Breach of Acceptable Use Agreement' form will be completed with the child and sent home outlining the breach and consequences.

2. Other disciplinary action as outlined in our Student Wellbeing and Engagement Policy.

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Student and Parent Declaration

Echuca Primary School – Acceptable Use Agreement

This permission form must be signed by both the student and parent/guardian.

STUDENT

I have read the Acceptable Use Agreement, and discussed it with my parents. I understand the meaning of all rules and conditions and will follow them. If I do not follow this agreement, I may have my access to the digital technologies suspended, cancelled, and/or receive other consequences.
Name:
Class:
Signature:
Date:

PARENT/GUARDIAN

As the parent or guardian of the above named student, I have read and discussed the guidelines and consequences of the Acceptable Use Agreement with them.

I give permission to Echuca Primary School to issue digital technologies access for my child.

I understand that if I have not entered a payment agreement with Echuca Primary School for current Student Charges, then my child will not have their access to digital technologies.

I accept that if my child's use of the digital technologies violates the school's Acceptable Use Agreement they may have their access to the learning technologies either suspended or cancelled, and/or receive other consequences as deemed necessary.

In the event of my child causing damage to any digital technology, I agree that I will be responsible for all repair and/or replacement costs.
Name:

Signature: *Date:*

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Advice for Parents

Please keep this as a resource to use at home

At school the Internet is used to support student learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip and telling the wrong people personal information about yourself, have long been issues for young people growing up. These are all behaviours which now present online. These are not "Virtual" issues. They are real and can harm and hurt.

At home we recommend you:
- Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- Ask them to give you a tour of their "space" if they are using a site which allows them to chat, publish photos, play games etc.
- Always get them to set the space to "Private" if they use a social networking site. They are then in control of who contacts them and can accesses their information. They can block out anyone, at anytime.
- Have the computer with Internet access in a shared place in the house – not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of mobile phones.
- Ask questions when your child shows you what they are doing
    - How does it work and how do you set it up? Can you block out people?
    - Who else is sharing this space or game - did you know them before or "meet" them online? What do you know about them?
    - Why is this so enjoyable – what makes it fun?
    - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
    - What are you doing to protect yourself or your friends from these potential dangers?
    - When would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because they:
- Might get the blame for any incident
- Don't think adults "get" their online stuff – it is for students only
- Might put at risk their own access to technology by either:
    - Admitting to a mistake or
    - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)

The most important things for parents to do are to set clear boundaries for Internet use and to closely monitor their child's usage.