

DIGITAL TECHNOLOGIES (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
- (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 Yarram 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

Yarram Primary School understands that 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.

Yarram 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Yarram 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 Yarram 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 Behaviour Matrix 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 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 IT coordinator/Principal or OIC.

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 Yarram Primary School *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy and Behaviour Matrix

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), Yarram 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
- removal of printing privileges
- other consequences as outlined in the school's Behaviour Matrix.

REVIEW CYCLE

This policy was last updated on August 2019 and is scheduled for review in August 2022

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Acceptable Use Agreement

Prep to Year 2

When I use digital technologies, I will:

<p><u>Care for all technology I use</u></p> <p>This means that I will:</p> <ul style="list-style-type: none"> ♦ use all technology carefully ♦ carry technology with two hands ♦ only use technology on a table or on my lap ♦ never leave technology on the floor ♦ only use the device assigned by my teacher ♦ ask before I use the internet ♦ notify a teacher of any damage or attention required 	<p><u>Look after myself and others</u></p> <p>This means that I will:</p> <ul style="list-style-type: none"> ♦ protect my personal information ♦ only tell my teacher or parents my password ♦ ask for permission before I take someone else's photo ♦ tell an adult if I see anything that upsets me
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I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences on the school Behaviour Matrix and that any breach of these conditions will result in internet and technology access privileges being suspended or removed.

I understand that I may be legally and financially liable for misuse of technology.

Student	Year level	Date
Name:		___ / ___ / 20 ___
Signature:		

Parent/Guardian
Name:
Signature:

Acceptable Use Agreement

Year 3 to Year 6

When I use digital technologies, I will:

Protect my personal information

This means that I will:

- not share my photo online
- only use my first name if I send a message
- not tell anyone my address or birth date
- only take photos and record sounds or videos when it is part of an approved lesson or learning task
- seek permission from individuals (including teachers) involved before taking photos, recording sounds or videoing them

Look after myself and others

This means that I will:

- be respectful with the photos or videos I take and never use them for bullying
- tell my teacher if someone is hurtful online
- ask permission before I use the internet or other electronic device
- only use the device as I have been told to by my teacher
- only tell my teacher or parents my password

Communicate respectfully

This means that I will:

- never participate in online bullying (eg: forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- tell an adult if I see anything that upsets me

Care for technology I use

This means that I will:

- use and handle all technology carefully
- carry all technology with two hands
- never leave technology on the floor
- only use technology on a table or on my lap
- notify a teacher of any damage or attention required

I agree to be a safe, responsible and ethical user at all times when using technology and the internet by:

- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- not accessing media outside the school's policies
- not downloading unauthorised programs, including games
- not interfering with network systems and security or the data of another user
- not attempting to log into the network with a user name or password of another student

I understand and agree to follow the terms of acceptable use set out within this agreement.

I understand that there are actions and consequences in the school Behaviour Matrix and that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

I understand that I may be legally and financially liable for misuse of technology.

Student	Year level	Date
Name:		___ / ___ / 20 ___
Signature:		
Parent/Guardian		
Name:		
Signature:		