



# DIGITAL TECHNOLOGIES POLICY

## (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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### 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 Mandama 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**

Mandama 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.

Mandama 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.

#### **iPads at Mandama Primary School**

Mandama Primary School operates a 1-1 iPad learning model. An information evening will be organised every year for parents/carers of students in Year 3. The information pack presented at the evening includes details regarding iPad options and information on how the program operates at Mandama Primary School.

iPads are used to enhance the teaching and learning program at Mandama Primary School. Students must bring a charged iPad to school each day to be used during class time for different learning activities. In years 4-6 students are required to have their own iPad

Mandama 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 number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the principal. 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.

### **Safe and appropriate use of digital technologies**

Mandama Primary School has an ICT Guidelines and Acceptable Use Agreement which must be signed by students and parent/carers every year in order to have access to electronic equipment and digital technologies (please see attached). Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mandama 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 Mandama 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 Cyber Safety awareness program for both students and parent/carers with Leading Senior Constable Robbie Noggler.
- 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 Wellbeing and Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an ICT Guidelines and 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 ICT Guidelines and 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 immediately.

## **Important**

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 Mandama Primary School's *Student Wellbeing and Engagement* policy, *Mandama Positive Behaviour Matrix* 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), Mandama 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*, *Bullying Prevention* policies and the *Mandama Positive Behaviour Matrix*.

## **REVIEW CYCLE**

This policy was last updated on August 27<sup>th</sup>, 2018 and is scheduled for review in August, 2019

# ICT GUIDELINES and ACCEPTABLE USE AGREEMENT

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Mandama Primary School is committed to preparing students to be successful in a today's digital society. Developing 21st Century skills is an important requirement in this preparation. Providing a technology rich learning environment will enable our students to learn, use, and develop these 21st century skills. The notebook, netbook and iPad programs are a significant component of this technologically rich environment.

**In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.**

- Students must not knowingly access or try to access any material that is not appropriate for school use. (Filters are in place that restricts students to DET approved sites where possible). Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.
- If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.
- Students must not use the Internet, Social Media or email to bully, harass or intimidate another person. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home devices but has an impact on our students.
- Students must not use inappropriate language in any communication. Any student identified in breach of this will have consequences in line with the School's Positive Behaviour Program.
- All students are given user names and passwords to access computers and the internet. Students must keep their passwords private and secure. If a student becomes aware that others know their password or that of someone else, they must notify their teacher immediately. Any student who uses another person's password to login to computers will have consequences in line with the School's Positive Behaviour Program.
- Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the parent/carer who will receive an invoice for the repair.
- Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers
- Students must not use school email accounts or Google accounts to create an account for online activities and social media sites.
- Any inappropriate use of electronic equipment will be dealt with in accordance with the School's Positive Behaviour Program. This also includes any inappropriate online activities which are illegal and as such will be reported to police.
- The school recognises the need for some students to contact parent/carers before and after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school therefore to maintain all student's right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices **MUST** be handed to the office upon arrival at school except for learning devices used as part of the school's iPad Program.
- This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

## REVIEW

This policy will be reviewed as part of the school's annual review cycle.

## 2018 ICT GUIDELINES and ACCEPTABLE USER AGREEMENT

Students along with their parent / carer must sign this agreement to have access to electronic equipment and digital technologies.

Student Name ..... Grade.....

Parent/ Carer Name .....

I agree to use electronic equipment in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.

Student signature .....

Parent/Carer signature .....

### VIEWING MEDIA

Students will view media designated suitable for educational purposes and rated G or PG. Please sign the follow permission.

I agree to my child ..... watching any media deemed suitable and rated G or PG as part of the curriculum at Mandama Primary School.

Parent/Carer Name .....

Signature.....

### PHOTOS AND VIDEO

Students will have their image captured during the recording of activities at school. These photos or videos may be included in other students work and published on the secure school site, the school's website, the school's Facebook page or in local newspapers with school permission. Parents and Carers must give permission for their student to be included in these activities and for the publishing of their child's photo within the school, its secure site, the website, the school Facebook page or in school approved newspaper articles.

I give permission for my child ..... to have their photo taken and published on the above school approved forums.

Parent/Carer Name..... Signature .....

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at any time.

Please contact a member of the Principal Team if you have any questions or concerns about this agreement.