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

Tabled at School Council: 17th June 2020
Review Date: June 2022

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 optional Bring Your Own Device (BYOD) 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 Sorrento 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

Sorrento 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.

Sorrento 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.

Optional Bring Your Own Device program (Years 3-6) at Sorrento Primary School

Sorrento Primary School offers an optional Bring Your Own Device Program. Please see BYOD Policy.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Sorrento 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, in alignment with our eSmart School certification.

At Sorrento 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
- have stringent internet filters to prevent inappropriate sites being accessed, however it is the responsibility of the teacher in charge to oversee all computer usage.
- do not allow students to use devices when it is a wet day timetable, due to teacher supervision issues
- 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 safe, responsible and discerning users of digital technologies, including an annual F-6 cyber safety program provided by the Cyber Safety Project as well as classroom-based cyber safety lessons
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- ensure signed parent/carer consent is obtained to publish students' learning, photos or videos on the internet.
- ensure staff do not store personal, sensitive, health or security classified information on One Drive.
- ensure personal and sensitive information will only be disclosed in line with the school's Privacy Policy.
- 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 Acceptable Use Agreement outlining the expectations of students when using digital technology at school and display these in each classroom
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and 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 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 teacher 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 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 Sorrento 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), Sorrento 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.

Further Information and Resources

The following school policies are relevant to this policy:

- *Student Wellbeing and Engagement Policy*
- *Bullying Prevention Policy.*
- *BYOD Policy*
- *Statement of Values and School Philosophy*

APPENDIX A: ACCEPTABLE USE AGREEMENT

STUDENT ACCEPTABLE USE AGREEMENT – Foundation -Year 2

When I use digital technologies:

I <u>communicate appropriately</u> by thinking and checking that what I write or post is polite and respectful.
This means I will:

➢ respect others and communicate with them in a supportive manner, and never write or participate in online bullying;
➢ acknowledge the source of any ideas that I use from the internet by including relevant website links and won't copy someone else's work or ideas and present them as my own.

I <u>protect personal information.</u> I am aware that my full name, photo, birthday, address and phone number is personal information and this information should not be shared online.
This means I will:

➢ protect my password and won't share it with others;
➢ join a space online only with my parents' or teacher's guidance and permission;
➢ only answer questions online that ask for any personal information with the permission of my parents' or teachers;
➢ protect friends' information in the same way.

I <u>look after myself and others</u> by thinking about what I do and share online.
This means I will:

➢ search for and use spaces and sites that are safe and appropriate (not any that are rude or violent);
➢ speak to a trusted adult if someone is unkind to me;
➢ speak to a trusted adult if I know someone else is upset or scared;
➢ either turn off the screen or use the back button if I see something that makes me feel upset or that I don't like, and tell a trusted adult;
➢ protect and not share my friends' personal information such as their full names, birthdays, school names, addresses and phone numbers.

I <u>look after the equipment I use.</u>
This means I will:

➢ treat the equipment with respect, handling it carefully;
➢ not have any food or drink near the equipment;
➢ do my best to reduce any risk of the equipment falling, being dropped or damaged.

I understand and agree to comply with each of the statements in this agreement.

Signed: _____

Grade: _____

STUDENT ACCEPTABLE USE AGREEMENT – Years 3-6

I agree to be a safe, responsible and ethical user of digital technologies at all times.

This means I will:

- ➢ carefully consider the content that I upload, post or search for online, as this is often viewed as a personal reflection of who I am;
- ➢ protect my privacy and the privacy of others by not giving out personal details, including names, telephone numbers, addresses, passwords or images;
- ➢ respect others and communicate with them in a supportive manner, and never write or participate in online bullying;
- ➢ only use Office 365 for school related purposes;
- ➢ talk to a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours;
- ➢ turn off the screen or use the back button if I see something that I don't like or something that is inappropriate, and inform a trusted adult;
- ➢ check the terms and conditions of sites that I use (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seek further explanation from a trusted adult;
- ➢ abide by copyright regulations, including citing references and requesting permission to use images, text, audio and video as appropriate;
- ➢ only bring to school or download authorised programs, including games;
- ➢ be respectful of the equipment that I use and notify a teacher if any equipment requires attention.

This Acceptable Use agreement applies to Information and Communications Technology (ICT) equipment/devices including, but not limited to: computers, laptops, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, and any other technologies as they come into use.

This Acceptable Use Agreement applies when I am using ICT equipment/devices at school, during school excursions, camps and extra-curricular activities, and at any time that I am communicating with members of the school community.

I understand and agree to comply with each of the statements in this agreement.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____