Cranbourne East Primary School

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 Cranbourne East 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

Our vision for ICT at Cranbourne East Primary School is to develop the knowledge, understanding and capabilities of all to become confident, competent and responsible users of ICT; where access to ICT equipment and resources is readily available within and beyond the school environment to allow for "anytime, anywhere" learning; where ICT is embedded into every day activity; used to personalise the student learning experience towards improving student learning outcomes and with learning environments being transformed into global learning communities.

Cranbourne East 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.

Cranbourne East 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 Cranbourne East 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 Cranbourne East 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 [insert details of specific programs]
- 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 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.

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 Digital Learning Leader or Leadership Team immediately.

All messages created, sent or retrieved on the school's network or school account 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 Cranbourne East 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), Cranbourne East 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.

REVIEW CYCLE

This policy was last updated on **September 2018** and is scheduled for review in **September 2020**.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement – See Over

Acceptable Use Agreement for Learning Technologies at
Cranbourne East Primary School

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.

Cranbourne East 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 vision for Information & Communications Technologies (ICT) at Cranbourne East Primary School is to develop the knowledge, understanding and capabilities of all to become confident, competent and responsible users of ICT; where access to ICT equipment and resources is readily available within and beyond the school environment to allow for 'anywhere, anytime' learning; where ICT is embedded into every day activity; used to personalise the student learning experience towards improving student outcomes and with learning environments being transformed into global learning communities.

At Cranbourne East 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 Student Engagement Guidelines that clearly state our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behavior.
- 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.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

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:

- o Never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
- o Not using actions online to be mean to others (this can include leaving someone out to make them feel bad).
- o 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:

- o Protecting my friends' information in the same way.
- o Protecting my password and not sharing it with others.
- o Only joining a space online with my parent or teacher's guidance and permission.
- o Never answering questions online that ask for my personal information.

Looking after others and myself: by thinking about what I share online.

This means:

- o Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- o Speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- o Speaking to a trusted adult if someone is unkind to me.
- o Speaking to a trusted adult if I know someone else is upset or scared.
- o Stopping to think about what I post or share online.
- o Using spaces or sites that are right for my age.
- o Not deliberately searching for something rude or violent.
- o Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.
- o Being careful with the equipment I use.

Using the school technology and accessing the Internet at school is a privilege and misuse may result in my losing that privilege.

The following resources provide current information from both the Department of Education & Training and The Office of the eSafety Commissioner:

Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

iParent | Office of the eSafety Commissioner
(https://www.esafety.gov.au/education-resources/iparent)

Cranbourne East Primary School

Digital Technologies Agreement for Students

I _____of Home Group _____

When I use digital technologies I:

• *Communicate* politely and respectfully.

    This means that I will:

        o   Write nice things to other people.
        o   Not make someone feel sad.
        o   Not access rude, offensive or inappropriate sites.
        o   Use the Internet at school to help me learn.

• *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 that I will:

        o   Not share my photo online.
        o   Not share my password with others.

• *Look after others and myself.*

    This means that I will:

        o   Not share my friends' photo online.
        o   Tell my teacher if someone is unkind to me.
        o   Be respectful in how I talk and work with others online.
        o   Never participate in online bullying.

• *Use school equipment and access the Internet appropriately.*

    This means that I will:

        o   Think carefully about what I read on the Internet and question if it is from a reliable source.
        o   Not copy and paste information or pictures, from the Internet, as my own work.
        o   Remember that these guidelines apply at home when accessing school-based sites such as class blogs, school websites or E-mail.

I will talk to my teacher or another adult if:
        o   I need help online.
        o   I come across sites, which are not suitable for our school.
        o   Someone writes something I don't like or makes me feel uncomfortable or asks me for information that I know is private.

I understand that using the school technology and accessing the internet inappropriately at school may result in losing that privilege.

Cranbourne East Primary School

Student Agreement to Use Digital Technologies

I agree to follow the Digital Technologies Agreement for Students

Student Name:_____

Signed:_____ Home Group:_____

Date:_____

Parent/Guardian Agreement for Use of Digital Technologies

As parent/guardian of my child, I agree to support my child with the terms and conditions of this agreement.
I understand whilst all due care will be taken in controlling the information which can be accessed, the Department of Education and Training, Cranbourne East Primary School, including staff members and school council will not be held responsible for consequences arising from my child's use of the Internet.

Parent/Guardian Name:_____

Signed:_____Date:_____