**DIGITAL TECHNOLOGIES POLICY**

**Purpose**

To ensure that all students and members of our school community understand:

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. 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 Appin Park Primary School.

Staff use of technology is governed by the Department’s *Acceptable Use Policy* and the Code of Conduct.

**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**

Appin Park 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.

Appin Park believes 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 focussed on Learning for Living, and digital skills are a necessary life skill. We choose 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 Example School**

Appin Park provides the use of laptops and iPads to be used during class time for different learning activities.

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

The purpose of this section is to state broadly what the school is doing to ensure that digital technologies are used appropriately and responsibly by students. You should also consider including detail about the procedures and practices in place to foster a healthy and educationally-focused digital culture at school. The text below is included as a sample only and should be amended to reflect your school community.

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Appin Park, 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 Appin Park 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
* 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.

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 [insert relevant role, i.e. classroom teacher, the administration] as appropriate, immediately.

All messages created, sent or retrieved on the school’s network are the property of Appin Park. 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 Appin Park’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), Appin Park 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 August 2020 and is scheduled for review in August 2021.

**ANNEXURE A: Acceptable Use Agreement**

**student ipad & laptop acceptable use agreement – grade 3 - 6**

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and awareness of context to promote effective learning. Young people should have access to safe Internet usage at all times.

This Acceptable Use Agreement is intended to ensure:

* That young people will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
* That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* The school will try and ensure that students have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

**Acceptable Use Agreement:** (please tick)

▢ I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

▢ I understand that the school will monitor my use of the ICT systems, email and other digital communications.

▢ I will treat my username and password like my toothbrush - I will not share it, nor will I try to use any other person’s username and password.

▢ I will be aware of “stranger danger”, when I am communicating online.

▢ I will not disclose or share personal information about myself or others when online.

▢ I will not arrange to meet people offline that I have communicated with online, unless I have spoken to my parents. If I have permission, I will meet in a public place and take an adult with me.

▢ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

▢ I will notify a teacher if I see other students using unusual or inappropriate material.

▢ I understand that everyone has equal rights to use technology as a resource and:

▢ I understand that the school ICT systems are primarily intended for educational use and that I will not use systems for personal or recreational use, unless I have permission to do so.

▢ I will not try (unless I have permission) to make downloads or uploads that might take up Internet capacity and prevent other users from being able to carry out their work.

▢ I will not use the school ICT systems for online gaming, Internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

▢ I will act as I expect others to act toward me:

▢ I will respect other’s work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge or permission.

▢ I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

▢ I will not take or distribute personal information online or label my friends or myself online.

▢ I will not take or distribute / publish images of anyone without their/their parents permission.

▢ I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

▢ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

▢ I will immediately report any damage or faults involving equipment or software, however this may have happened.

▢ I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programs.

▢ I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.

▢ I will not use chat and social networking sites.

▢ I will not use another student’s device, without their permission. If I see another person using my device, I will report the incident to my teacher.

**Safe & responsible Use of iPads:** (please tick)

▢ I will participate in Safe on Social Media session provided by the school.

▢ I will plug my iPad in the correct place to charge each day at the end of school.

**When using the Internet for research, I recognise that:** (please tick)

▢ I should ensure that I have permission to use the original work of others in my own work.

▢ Where work is protected by copyright, I will not download copies (including music and videos).

▢ When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

▢ I understand that I am responsible for my actions, both in and out of school:

▢ I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).

▢ I understand that if I fail to comply with the Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, suspensions, contact with parents and in the event of illegal activities, involvement of the police. (Refer to consequences).

▢ If I come across inappropriate material I will immediately notify the teacher and take my iPad to them.

**Hierarchy of Consequences**

**First Infringement –** Loss of iPad or Laptop for the day.

**Second Infringement –** Loss of iPad or Laptop for the week.

**Third Infringement –** Restricted access to iPad or Laptop. Duration is at the discretion of classroom teacher.

**Please complete the following sections to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.**

**Student Acceptable Use Agreement Form:**

This form relates to the student Acceptable Use Policy, above. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

**If you do not sign and return this agreement, access will not be granted to school ICT systems.**

I have read and understand the above and agree to follow these guidelines when:

▢ I use the school ICT systems and equipment

▢ I use my own equipment in school (when allowed) eg mobile phones. iPods, cameras etc.

▢ I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, online tasks, websites etc.

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents / Guardian Agreement:**

I have read through this agreement with my child and discussed it. I understand that the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

* I do / do not consent to my child using the internet at school for educational purposes in accordance to the agreement above.
* I do / do not consent to my child having their first name only published online.
* I do / do not consent to my child having their photo published online.
* I do / do not consent to my child having their work published online.
* I do / do not consent to my child corresponding with others, using emails, blogs, wikis and other online learning spaces.

Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Guardian Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please ensure that ALL documents are completed and returned to the classroom teacher.**