OVERPORT 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 [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 Overport 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

Overport 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.

Overport 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 Overport Primary School

Our school operates a Bring Your Own Device (BYOD) program for years 4, 5 and 6, which means students have the option to bring their own purchased or leased iPad with them to school each day.

If students choose to participate in the BYOD program, they are required to:

- bring their iPad to school in a protective case
- give their iPad to their classroom teacher in the morning to be locked away until required and returned at the end of the day
- ensure iPads are not used before or after school on the school grounds
- have a signed BYOD agreement

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact their child's classroom teacher.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Overport 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 Overport 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.

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 their classroom teacher or another school staff member as appropriate, 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 Overport 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), Overport 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 1st February 2019 and is scheduled for review in February 2022.

Student Internet Usage Code of Conduct

21st century students spend increasing amounts of time online, learning and collaborating. Overport Primary School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Aims:

- To gain the greatest benefit from the opportunities provided through an online environment.
- To ensure all members of the Overport Primary community are safe online users.
- To explicitly teach safe and responsible behaviour at school and by parents/carers in the home.
- To understand that acceptable use of digital technologies should be implemented at all times and in all environments.
- To understand that some online activities are illegal and, as such, will be reported to police.

Implementation:

Overport Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Overport Primary School we:

- provide computer facilities that allow users to access and use a variety of computer hardware, software and information sources, including the internet and email to further the educational goals as set by the school.

- have policies in place that outline the values of the school and student behaviour when using digital technology and the internet.

- provide a filtered internet service.

- provide supervision and direction in online activities and when using digital technologies for learning.

- believe the school use of the internet and email is **Not** privileged and confidential. School communications and internet access will be monitored by the System Administrator to ensure that usage is in accordance with the school's stated goals.

- support students in developing digital literacy skills.

- have a cybersafety program which is reinforced across the school.

- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions).

- provide support to parents/carers to understand this agreement (e.g. language support).

- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home.

- work with students to identify and reinforce expected behaviours when using the internet.

- encourage any user who identifies a security problem on the internet or email to notify a teacher and or the ICT coordinator.
- ensure users do not to install any software that has not been approved by the classroom teacher. Under no circumstances will any software bought from home be installed due to copyright and licence agreements.

Internet Code of Practice – Student

The computer network and workstations have been provided for us to use as a tool in our classroom. We will be able to use the computers to get information, communicate and publish our work.

Student Agreement

I agree to use the internet and email at Overport Primary School in a responsible manner for the purpose stated by my teacher. I can expect that adequate supervision will be available when I am using the internet.

Care and Usage of the Equipment

1. I will not add software to a machine without the permission of my teacher and/or Information, Communication Technology Coordinator (ICT).
2. I will not open or alter anyone's work without his or her permission or presence. I will not delete any files from the computer unless they are mine.
3. I will not unplug any plugs or cables without permission or change settings that are in the Settings Folder on the machine.
4. I will not copy, download or put my own software on the school computers as this may cause a virus, or cause the system to become unstable. This includes CD's, DVD's or Portable Devices, such as USB, Portable Music Players etc. unless approved and scanned by my teacher and/or the ICT Coordinator.
5. I will not access internet sites unless approved by my teacher and/or the ICT Coordinator.

Work Habits

1. When publishing web pages and composing email messages, I will only use language that is understood to be acceptable in my school.

Personal Safety

1. If I find myself in unsuitable locations, I will immediately click on the home button and inform my teacher.
2. If I receive an email that makes me feel uncomfortable, I will immediately inform a teacher.
3. I will not give out personal information such as my surname, address and phone number or that of my parents.
4. I will not publish a picture or send a picture of myself without first checking with a teacher.

5. I will always have my teacher's permission before publishing web pages.

Breaking any of the rules listed above will result in consequences based on the severity of the action.

I accept full responsibility for the results of my actions, with regards to the use of the Internet while connected using the Overport Primary School account. I have discussed this with my parents and agree to abide by these rules and guidelines. I realise that if I break these rules, I will not be allowed to use the computers for a negotiated period of time.

Student Name: _____

Student Signature: _____ Parent Signature:_____

Date: _____   Date:_____