

# OVERPORT PRIMARY SCHOOL - DIGITAL TECHNOLOGIES POLICY (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 and 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, robotics etc)
- (c) the school's commitment to promoting a 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, code 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 and responsible digital citizens.

## 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 partnered with the 'Cyber Safety Project' to promote safe, responsible and discerning use of digital technologies with students, staff and parents
- 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 Usage 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 [Annexure A - see below].

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 and device 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Notifications on Compass
- Throughout the Overport Newsflash
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs

## POLICY REVIEW CYCLE AND APPROVAL

Policy last reviewed	1 <sup>st</sup> February 2022
Consultation	Consultation on this policy is mandatory. Consulted with school council.
Approved by	Principal
Next scheduled review date	February 2024 <b>Please note: the mandatory review cycle is 2 years</b>



# Digital Technology Acceptable Use Agreement

21<sup>st</sup> 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 and responsible Digital Citizens.
- To explicitly teach safe and responsible online behaviour at school.
- To understand that the acceptable use of digital technologies is required 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 Digital 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 during 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).
- if required, provide support to parents/carers through information evenings
- work with students to identify and reinforce expected behaviours when using the internet or digital technologies.
- 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 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.



# Student Code of Practice Device Care & Internet Usage

## Student Device Care Agreement:

The computer network, workstations and other digital devices have been provided for us to use as a tool in our classroom. I agree to care for our school devices in a responsible manner and for the purposes stated by my teacher/s. I understand that adequate supervision will be available when I am using school devices.

When using and caring for school devices I agree to:

### **Care and Correct Usage of Equipment:**

1. Never add software to a device without the permission of my teacher and/or Digital Technologies Coordinator (Mr Sam Rodwell).
2. Not unplug or plug any cables into a device without the permission of my teacher/s.
3. Never change device settings (as set by my school network administrator) such as the network or proxy settings.
4. Never personalise/customise student devices in any way. This includes, but is not limited to; changing display colours or themes, personalising Google Chrome browsers, changing device backgrounds or altering administrator display settings.
5. Not copy, download or put my own software on the school device as this may cause a virus, or cause the system to become unstable. This includes, but is not limited to, CD's, DVD's, USB or Portable Music Players; unless approved by my teacher and/or the Digital Technologies Coordinator.
6. Keep my personal login information safe and secure.
7. Treat all devices with respect and care by:
  - a. avoiding excessively rough or physical misuse of devices
  - b. keeping devices clean and free of everyday mess
  - c. only use devices with clean hands
  - d. keeping food and drink away from all devices
  - e. storing devices safely, as per teacher instruction, when not in use
  - f. transporting all devices from storage cabinets to tables in an acceptable manner
  - g. Never leaving devices unattended on the floor or on the edge of surfaces
  - h. keeping devices free of vandalism

When using school devices, I accept full responsibility for the results of my actions in regards to the care and safety of school devices. I have discussed this with my parents and agree to abide by these rules and guidelines. I understand that if I break these rules, consequences will depend on the severity of the breach and the context of the situation.

This may include:

- \* removal of network & device access
- \* removal of internet access privileges

- \* removal of email privileges
- \* removal of printing privileges

or other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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

## Student Internet Agreement:

The computer network, workstations and digital devices have been provided for us to use as a tool in our classroom. I agree to use the Internet at our school in a responsible manner for purposes stated by my teacher/s.

When working on the internet I agree to:

### **Student Responsibilities and Online Behaviour:**

1. Communicate with students, teachers and parents via school approved communication networks and software programs only. These include, but are not limited to; custom web pages, student messaging services (Seesaw/Google Classroom etc) and email messages.
2. When using school approved messaging services, I agree to:
  - a. Follow the school values outlined within the school's Student Wellbeing and Engagement and Bullying Prevention policies
  - b. Not use school devices to harass, annoy or bully other people
  - c. Not give out personal information that may jeopardise the safety and security of myself or others. This may include, but is not limited to; my first or surname, home or school address, phone numbers etc.
  - d. Never send pictures of myself or others without first checking with my teacher/s
  - e. Report instances of cyber bullying
3. I will display online behaviours that align with that of a respectful and responsible digital citizen as taught through our curriculum.
4. Not open or alter a peer/s work without his or her permission or presence. I will not delete any files from a device unless they are owned by myself or without the explicit permission of my teacher/s.
5. I will not access internet sites unless approved by my teacher and/or the Digital Technologies Coordinator.
6. Only work on the web for purposes specified by my teacher/s.
7. I will not intentionally search for material that contains offensive or inappropriate content.
8. I will not use video streaming websites such as, but not limited to, YouTube to watch videos that contain inappropriate language, visual images or that are graphic in nature.
9. I will not access or attempt to access social media sites such as, but not limited to; Facebook, Snapchat or Tik Tok.

### **Personal Safety:**

1. I will inform my teacher immediately when encountering negative online behaviour or inappropriate websites.
2. I will not respond to messages that are unpleasant/offensive or that make me feel uncomfortable in any way.
3. If I receive an email that makes me feel uncomfortable, I will immediately inform my teacher/s.
4. I will not publish a picture or send a picture of myself without first checking with my teacher/s.
5. I will always get my teacher's permission before publishing web pages.

### **Suggested Strategies to Help Parents & Caregivers:**

Parents and caregivers should:

- Be aware of your child's access and activities on the Internet.
- Help your child to understand cyber-bullying behaviour and role model good online behaviour.
- Support your child to respond positively, and appropriately, to cyber bullying behaviour in line with the school's policy.
- Report any incidents of school related cyber bullying to the school.
- Work collaboratively with the school to resolve any incidents of cyber bullying.

When using school devices, I accept full responsibility for the results of my actions in regards to the care and safety of school devices. I have discussed this with my parents and agree to abide by these rules and guidelines. I understand that if I break these rules, consequences will depend on the severity of the breach and the context of the situation.

This may include:

- \* removal of network & device access
- \* removal of internet access privileges

- \* removal of email privileges
- \* removal of printing privileges

or other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

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