



Albion Primary School

# DIGITAL TECHNOLOGIES (Internet, social media and digital devices)

## Purpose

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 Albion 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**

Albion 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.

Albion 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 interconnected 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.

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Albion 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 Albion 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 the Wellbeing Coordinator, Assistant Principal or Principal.

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 Albion 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), Albion 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 19<sup>th</sup> February 2020 and is scheduled for review in February 2022.

## ANNEXURE A: Acceptable Use Agreement

### Acceptable Use Agreement

Albion Primary School believes that the acceptable use of all digital devices must be reflective of the school values. To this end, as part of the enrolment process, parents and carers sign the *Acceptable Use Agreement for Students for Digital Technologies*. Each year students from years 3-6 must also sign the acceptable use agreement. A copy of this appears below.

### ALBION PRIMARY SCHOOL ACCEPTABLE USE AGREEMENT FOR STUDENTS

*When I use digital technologies including iPads and netbooks, I will demonstrate the school's values. I agree to:*

#### **Respect**

- Communicate politely and calmly and only in language that is acceptable in my school.
- Use the school's resources appropriately and responsibly.
- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Follow the school and classroom rules relating to digital technologies.
- Not bring or download unauthorized programs, including games, to the school or run them on the school's digital devices.
- Not interfere in the work or data of another student or delete anyone else's files.
- Not interfere with network systems and security.
- Only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.

#### **Care**

- Protect personal information by being aware that my full name, photo, birthdate, school name, address and phone number is personal information and is not to be shared online.
- Never share friends' full names, birthdates, school names, photos, addresses and phone numbers because this is their personal information.
- Carefully consider the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Not use actions online to be mean to others (this can include leaving someone out to make them feel bad).
- Protect passwords and not share them with others.
- Never answer questions online that ask for information that I know is personal.
- Look after the digital technology equipment.
- Obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## **Honesty**

- Not copy someone else's work or ideas from the internet and present them as my own.
- Not deliberately search for something rude or violent.
- Not attempt to log into the network with a user name or password of another student or staff member
- Only access digital technologies for the purpose of my learning as specified by my teachers.
- Investigate the terms and conditions (e.g. age restrictions, parental consent requirements) of websites/social media. If my understanding is unclear I will seek further explanation from a trusted adult.
- Only join spaces online with teacher or parent guidance and permission, having read the stated terms and conditions; completing the required registration processes with factual responses about my personal details.

## **Learning**

- Only access digital technologies for purposes specified by my teachers.
- Use my time effectively to make the most of my learning opportunities.
- Use digital technologies to help me with my learning.
- Follow instructions

## **Achievement**

- Always do my best in the work I have to do.
- Always look after the equipment.

## **Speak to a trusted adult if:**

- I am not sure what I should be doing on the Internet.
- I see something that makes me feel uncomfortable, upset or if I need help.
- I know someone else is upset, uncomfortable or scared.
- I see others participating in unsafe, inappropriate or hurtful online behaviours
- I find myself in unsuitable locations. If this happens, I will click on the home or back button or turn off the screen.
- I feel that the wellbeing of other students at the school is being threatened by online activities.

## **Consequences for inappropriate use of digital technologies**

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences if I do not behave appropriately.

Such consequences include (in order of severity):

- Loss of time using digital technologies. This loss of time will be dependent on the severity or the inappropriate behaviour and the number of times the inappropriate behaviour has occurred.
  - One session

- Half a day
- Whole day
- Two days
- Parent informed
- Immediate contact with parent/carer to set up a meeting as well as loss of time using digital technologies
- One week
- Two weeks
- Limited use
- Management plan
- Contract
- No use of digital technologies

Incidents that occur digitally can be matched with real world crimes (see table below). It is important that students understand what these crimes are. We need to embed a culture of cyber safety and responsibility from an early age to ensure students are able to use technologies with care for themselves, others and digital property.

#### **Digital crimes**

Identity Theft

Hacking

Piracy

Spamming

Cyber bullying

#### **Real world crimes**

Fraud

Breaking and Entering

Theft

Vandalism

Bullying

I have read and understand the Acceptable Use Agreement.

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

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

(Students in years 3 -6)

Parent/Carer Signature \_\_\_\_\_

Date \_\_\_\_\_