

DIGITAL TECHNOLOGIES POLICY



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 1:1 Netbook program for Year 3 – 6 students.
- (b) expected student behaviour when using digital technologies including the internet and digital devices (including computers, laptops, iPads)
- (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, staff and visitors at Mill Park Heights Primary School.

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as being any networks, systems, software or hardware including electronic devices (smart watches, phones, iPads, PC's, interactive whiteboards, netbooks) 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

The internet, combined with the school's 1:1 Netbook program, school-owned laptops, computers, interactive whiteboards, and iPads, offers potential benefits for teaching and learning. It offers opportunities for students and teachers to contribute to the world community on the web and access technology to enhance the achievement of learning outcomes.

Students and teachers can:

- explore the world online
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- create and publish high quality products and effectively share them with others
- visit museums and libraries around the world

1:1 Netbook program (Years 3 to 6)

Learning at Mill Park Heights Primary School is supported with the use of Netbooks. Students will engage with learning activities using school owned or netbooks at different times.

Our school operates a 1:1 Netbook program, which means students who opt into the purchasing through our school portal will bring the device with them to school each day, fully charged and in a case.

Mill Park Heights Primary School has a number of school owned devices for students who do not opt into the 1:1 Netbook program to share during school hours.

Specific requirements for the 1:1 Netbook program are outlined in Appendix A

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mill Park Heights 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 Mill Park Heights 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 utilising resources such as <http://www.esafety.gov.au> and <http://aifs.gov.au/cfca/publications/online-safety>
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- have a '**Student Acceptable Use Agreement**' outlining the expectations of students when using digital technology at school (see Appendix B)
- actively educate and remind students of our '**Student Acceptable Use Agreement**' that outlines our School's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at the 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 - Provider: Netspace
- support parents/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 via Compass Communications.

Distribution of devices to students and personal student use of digital technologies at school or home will only be permitted where students and their parents/carers have completed and signed an '**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 class teacher or I.C.T department for support.

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 Mill Park Heights Primary School's *Values, Student Welfare, Wellbeing and Student Engagement* policy, and *Anti-bullying/Cyberbullying 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), Mill Park Heights Primary School will institute a staged response, consistent with our policies and the Department of Education'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 Netbook
- suspension of network access privileges (no devices)
- removal of internet access privileges
- removal of printing privileges
- removal of access to all devices for a period of time

REVIEW

This policy will be reviewed regularly. This will involve taking into account DET policy guidelines/updates, and teacher, student and parent feedback.

Reviewed & Ratified at School Council on 14th February 2022

References:

Australian Government: <http://www.esafety.gov.au>

DET Digital Learning in Schools

<https://www2.education.vic.gov.au/pal/digital-learning/policy>

DET Cybersafety and Responsible Use of Digital Technologies

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

DET Digital Learning:

<https://www.education.vic.gov.au/school/teachers/teachingresources/digital/Pages/default.aspx>

Australian Government Cybersmart:

<https://www.esafety.gov.au/educators/classroom-resources/cybersmart-challenge>

DET Clickview: <https://fuse.education.vic.gov.au/pages/clickview>

DET Census of Computers in Schools:

<https://www2.education.vic.gov.au/pal/census-computers/policy>

Appendix A: Student Acceptable Use Agreement

At Mill Park Heights Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is

underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Welfare, Wellbeing & Engagement, Antibullying and Cyberbullying Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinduty_care.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinduty_care.aspx)
- 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 including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the [Department of Education and Training](http://www.education.vic.gov.au) and Cybersmart:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Australian Government Cyber Safety guide
<https://www.cyber.gov.au/acsc/individuals-and-families>

The curriculum content referred to in this document has been/will be delivered across the school in an age-appropriate way.

Safe and Responsible Behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

School Owned Devices *'School Owned Devices' includes iPads, Netbooks, P.C's, robotics, Beebots, Spiro Balls, cameras, Magnifying, Makey Makey's and other digital technologies.*

Ownership

- Parents/students should be aware that files stored on the device, Google drive, or on the school's server, are not private.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the Principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities

Students are responsible for:

- adhering to this' *Acceptable Use Agreement*' when using the machine at school including during lunchtime or when not in the classroom and at home.

Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. PC, tablets, cameras, laptops, robotics, Bluebots, Spiro Balls, Makey Makey's, printers and other digital technologies)
- email
- Google docs
- internet
- video and photo sharing software/apps
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis
- podcasts
- video conferences and web conferences.

This '*Student Acceptable Use Agreement*' applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Student Acceptable Use Agreement

Using Devices and technologies and the internet at school:

I will respect the privacy of teachers and other students by not attempting to pass on any personal passwords and by never reading or using anyone else's account or logging into another person's account or Laptop.

I will bring the Laptop to school every day and it must be fully charged in hard case.

I will not permanently alter or personalise any school owned devices in any way e.g. stickers

I agree to act responsibly when I'm using the Laptop at all times, particularly when accessing the internet and will not send silly, insulting or rude e-mail/messages.

I will only use the Laptop at school for learning purposes, under direction from my teachers.

I will NOT have an account for any form of social media if I am not at the required legal age (e.g. TikTok, Instagram, Discord, Facebook, Snapchat, Pinterest, YouTube, Clubhouse, Hangout, Twitter, House Party, Whats App ect.)

I understand that any form of cyber bullying will not be tolerated.

I will not add or attempt to use passwords other than the ones I have been given for my work and I will not share my passwords.

The Laptop will only contain programs and content (images, movies, songs, games) that I have the rights and permissions for as per the Copyright Laws or and that they are for educational purposes only.

I will not access or install games, images, sounds or video images that are offensive or rude, including language and behaviour that is not acceptable in school or at home.

I will not use the Netbook to access, use or damage any other person's work.

I must have consent when publishing photos.

Please note the school requests that family members and friends do not view or visit sites which are considered unsuitable.

ACKNOWLEDGEMENT

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home. For mobile phone use please refer to the school mobile phone policy.

RESPONSIBILITY

It is the responsibility of parents and students to ensure students are aware of this policy and that they understand its' content and the possible disciplinary action that may be taken due to any infringements that occur.

Mill Park Heights Primary School is committed in the educating of students on the correct way to participate in using the laptop and online communities. It is the responsibility of the MPH staff to ensure students are aware of the potential risks when using the internet and are able to access the internet safely and responsibly.

SIGNATURE

We have read, discussed, understood and agree to the Acceptable Use Agreement and understand that behaviour of breaking any of the above can result in access to the internet and digital technologies at school will be renegotiated, if I do not act responsibly. If I do not comply with the terms of this agreement, my device (including mobile phone) may be confiscated for a specified period and my parents will be contacted. Any other consequence, subject to the Principal or Nominee i.e. (suspension or expulsion).

I understand that any equipment I bring to school is my own responsibility and the school will not be held responsible for damage, loss or theft.

Student Name: _____ **Class:**

Student Signature: _____

Parent/Carer Name: _____ **Phone:**

Parent/Carer Signature: _____ **Date:** ___ / ___ /

If you have any concerns about the agreement, please call the school on 03 9436 8866

Open communication between parents, teachers and students is the best way to keep students safe. If you have any concerns about this agreement or Internet Safety in general, Please contact either your child's teacher or the school on 03 9436 8866

Support information for parents around the Agreement and CyberSafety:

<https://www.esafety.gov.au/parents>

<https://aifs.gov.au/cfca/publications/online-safety>