



Digital Technologies Policy (Internet, Social Media and Digital Devices)

Rationale

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
- (a) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (b) 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
- (c) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (d) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (e) our school prioritises the safety of students whilst they are using digital technologies.

Scope

This policy applies to all students and staff at Hesket Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Hesket Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

Definitions

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

Policy

Vision for Digital Technology at our School

Hesket Primary School understand that safe and appropriate use of digital technologies including the internet, apps, computers and iPads 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.

Hesket 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 safely and appropriately to reach their personal best and fully equip them to contribute 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. Hesket Primary is 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 Hesket Primary, 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
- teach students how to be safe, responsible and discerning when using digital technologies
- educate students about online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- educate our students to respond appropriately 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.

School owned devices and use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. No electronic devices (Ipads, tablets, computers, and smart watches etc) are to be brought to school without prior consent of the school principal.

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 classroom teacher, 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 Hesket Primary Schools' 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), Hesket Primary 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 internet access privileges
- removal of printing privileges

- Removal of digital technology access
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Policies.

Appendix A: Internet Use – Information for Families

Appendix B: ICT Use – Student Agreement

Review

Policy Last Reviewed: 19.2.24

Approved By: Principal in consultation with students, staff and parents

Next Scheduled Review Date: Before 19.2.28



Internet Use – Information for Families

Hesket Primary School uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Your child has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At Hesket Primary School we:

- provide supervision and direction in internet activities
- provide education around internet safety and ethics
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- reinforce the importance of safe and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

Rules that students should apply to all areas of the internet:

1. Never write anything that is rude or insulting. Never threaten, bully or intimidate others. If you can't think of anything nice to say about someone, then don't say anything at all
2. Don't send any silly messages in emails, or forums - that is called spamming. This includes sending chain mail, asking people to 'pass it on'
3. Never give or ask for any contact details - like your surname, home address, phone number, home email
4. Keep your password a secret. NEVER give it to anyone else or ask them for theirs. Never let ANYONE ELSE use your account
5. Don't give personal details about you or your family. If you do write about your family or friends, ask for their permission before you send it in. Also, don't upload personal pictures - or anything that can identify you, your family or where you live
6. Respect the copyright code, only upload things that you have created yourself or you have permission to use. Don't copy people's ideas without their permission.



ICT Use – Student Agreement

When I use the internet, I have responsibilities and rules to follow. I agree to:

- keep myself and others safe by not giving out personal details including full names, phone numbers and addresses
- not share images or the personal information of others without their permission
- not give out my passwords to anyone
- understand that any image or comment put on the internet is public (anyone can see, change or use it)
- respect others when I talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour, witnessing or hearing about harmful behaviour and not reporting it
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for inappropriate sites
- if I see a site that I think should be blocked, I will turn off my screen and let a teacher know straight away.
- use an 'online name' when sharing my work online
- remember the content on the internet is someone else's property
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me or others feel uncomfortable or asks me to provide information that I know is private
 - I feel that the welfare of students at the school is being threatened by online activities.

When I use my computer or iPad I agree to:

- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using any mobile device (laptop, iPad) as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites (e.g. blogs).

ICT USER AGREEMENT

For the duration of enrolment at Hesket Primary School

I acknowledge and agree to follow these rules. I understand that there may be sanctions imposed if I do not act responsibly.

- restriction of network access privileges
- restriction of email privileges
- restriction of internet access privileges
- restriction of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's Student Engagement and Wellbeing Policy

Student Name: _____

Student Signature: _____

Parent Permission

I agree to allow my child to use the internet at school. I have discussed the acceptable use policy with my child.

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA (Australian Communications, Media and Authority) Australia's Internet Safety Advisory Board on 1800 880 176 or visit <http://www.acma.gov.au/>

Parent/Guardian Signature: _____ **Date:** _____