



HESKET
Primary School
Great things happen in small places

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
- (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.

Aims

This policy applies to all students at Hesket Primary School. Staff use of technology is governed by the Departments Acceptable Use Policy and Hesket Primary School's Student Wellbeing and Engagement Policy and Bullying Prevention 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. Such devices may include but are not limited to Computers, Ipads, Tablets, Phones, and Smart Watches etc.

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 use 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 Heskett 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 Heskett 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), Heskett 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 schools Student Wellbeing and Engagement and Bullying Policies.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

- Acceptable Use Agreement for Primary Schools - Template
- Further information - Consent, Acceptable Use Agreements and Online Services

Review

This policy is to be reviewed and ratified every 3-4 years, as part of the school's policy review process. This policy was last updated on 10th March 2020 and is scheduled for review in March 2024.

Reviewed 24.8.20



ICT User Agreement

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

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password
- 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
- 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 rude or offensive sites
- use an 'online name' when sharing my work online
- ask my teacher to help me get permission if I want to use information or pictures from the web
- 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 and my friends feel uncomfortable or asks me to
 - provide information that I know is private
 - I feel that the welfare of other students at the school is being threatened.

When I use my mobile phone, iPod, camera or other mobile device 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 (mobile phone, laptop etc) 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 Heskett 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 Australia's Internet Safety Advisory Board on 1800 880 176.

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



Hesket Primary School - Internet Use Policy 2018

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

What has your child agreed to and why?

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, MSN messenger, blogs etc.

We recommend they:

- don't use their own name, but develop an online name.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying.

- The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.
- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as "free". Just looking at a page on the Internet is a download and is charged somewhere.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers.

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not go looking for rude or offensive sites.

Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

Using the Internet at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

Remembering the content on the web as someone else's property and asking a teacher to help get permission before using information or pictures.

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a "freebee" you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the Internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student "Tell me about wombats," might encourage him/her to copy and paste facts about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

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 and my friends feel uncomfortable or
- asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities.

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

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.

If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below ACMA (Australian Communications, Media and Authority Board) is Australia's Internet safety

advisory body for internet safety issues/ concerns contact them on 1800 880 176 or visit <http://www.acma.gov.au/>

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 a lot of 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 to the Library - 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.