

DIGITAL TECHNOLOGIES

(INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES)



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-to-1 personal device program in the 5/6 Department).
- (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

SCOPE

This policy applies to all students at Camp Hill 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

Camp Hill 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.

Camp Hill 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Camp Hill PS, 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 Camp Hill Primary School, we:

- 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 in the 5/6 Department outlining the expectations of students when using digital technology at school
- 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 a focus through Inquiry units around cyber safety and digital citizenship.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- 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 their 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 Camp Hill Primary School's *Values, our Student Wellbeing and Engagement* policy, and *where applicable, our Acceptable Use 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), Camp Hill 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 Engagement and Wellbeing* policy.

REVIEW CYCLE

This policy was last updated on 2022

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement (5/6 Policy)

Camp Hill Primary School- Acceptable Use Policy for School Owned Devices

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- **not download unauthorised programs, files, games or music**
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- 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
 - 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 are being threatened

When I use mobile devices at school I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use 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 my mobile device as a camera I will:

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

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:..... Year Level:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit.

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 body on 9963-6800.

Parent/Guardian Signature :.....Date.....

Camp Hill Primary School's support for responsible and ethical use of technology.

Camp Hill Primary School uses the Internet as a teaching and learning tool. We see the Internet and mobile technology as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and Mobile technology 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 Camp Hill Primary School we:

- Reinforce the school code of conduct values and behaviours when using technology and the internet
- Provide a filtered Internet service
- Educate students about the key messages of cyber safety & digital citizenship utilising resources from the ACMA
- Provide supervision and direction in Internet activities and when using mobile technologies for learning
- Utilise mobile technologies for educational purpose. e.g. Podcasts, photos from excursions
- Work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- Provide support to parents to understand this agreement (e.g. language support)
- Provide support to parents through documentation attached to this agreement

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STUDENT NAME.....



Support information for parents around the agreement.

When I use technology, both at school and at home, I have responsibilities and rules to follow.

Camp Hill Primary School sees the education of safe and ethical cybercitizens as essential in the lives of its students and as a partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need Cybercitizens who “do the right thing” by themselves and others online, particularly when “no one is watching”.

Safe and ethical behaviour online is explicitly taught at our school and the request is support at home.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images, etc.

Behave in a way outlined in the schools’ Code of Conduct

The schools’ Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

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 love to publish information about themselves and their friends in spaces like Facebook, blogs, Club Penguin etc.

We recommend that they:

- don’t use their own name, but develop an online name and use avatars where available
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share 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). Once it is published they have lost control of it.

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- being online can make students feel that they are anonymous (however online interactions can be traced)
- 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
- participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child

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- Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

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. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

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 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 they are 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 / mobile technology 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 will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

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

All music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie 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.

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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. "Tell me about wombats," might encourage him/her to copy and paste facts and images 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 or see something I don't like online etc...

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.

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 contact your school or call

1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Questions for parent/ student discussion:

What can you do?

- You found the car picture you were searching for, but on top of it was an inappropriate picture.
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB, etc.