

# DIGITAL TECHNOLOGIES POLICY & ACCEPTABLE USE AGREEMENT



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the Parktone Primary School front office.

## 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 BYOD program]
- (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 Parktone Primary.

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**

Parktone Primary 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.

Parktone Primary 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.

### **BYOD at Parktone Primary – Year 3 to 6**

Our school operates a Bring Your Own Device (BYOD) program for students in Year 3 to 6, which means students must bring their own purchased or leased laptop with them to school each day. Parktone Primary has special arrangements with [Centre Com] a local computer store that offers discounted prices for the lease or purchase of laptops for Parktone Primary students.

Students are required to have their own laptop that must meet the specification as updated on our website.

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

Parktone Primary has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We also have a number of spare laptops that can be loaned to students in certain circumstances.

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to view our website <http://www.parktoneps.vic.edu.au/page/207/BYOD-Information>

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Parktone Primary, 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 Parktone 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
- have programs in place to educate our students to be promoting safe, responsible, and discerning use of digital technologies
- 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 parent information sessions

Distribution of school owned devices and BYOD devices will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement via Compass.

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.

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, in response to a valid legal request.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Parktone Primary'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), Parktone 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 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*.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

### **REVIEW CYCLE**

This policy was last updated in March 2022 and is scheduled for review within 2-3 years in conjunction with the Acceptable Use Agreement for Internet and Digital Technologies.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2022
Approved by	Principal
Next scheduled review date	Feb 2024 (mandatory review every 2 years)

# Acceptable Use Agreement for Internet and Digital Technologies

## Rationale:

Parktone Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of its students and is best taught in partnership between home and school.

Students are spending increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at Parktone Primary School and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

## Part A - School support for the safe and responsible use of digital technologies

- Parktone Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources and acknowledge they must be used responsibly.
- Each student has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

## At Parktone Primary School we:

- provide access to internet using a filter approved by the Department of Education and Training
- provide supervision and direction in online activities and when using digital technologies for learning
- teach and reinforce a cyber-safety program
- use mobile technologies for educational purposes
- provide support to parents/carers as the need arises as determined by staff

## Evaluation:

This agreement was last ratified by School Council in March 2022 and will be reviewed as part of the school's three-year review process in conjunction with the Digital Technologies Policy.

## Part B - Student Agreement

When I use digital technology (including the use of my department issued email address) I agree to:

### Be safe:

- be a safe, responsible and an ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

### Be responsible:

- be aware of the terms and conditions of websites and online communities
- use the internet for educational purposes
- use the equipment properly

- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright law when using content on websites (ask permission to use images, text, audio, and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- follow the email protocols; including only emailing my teacher/s and another student if instructed to by my teacher/s
- the department issued email address is to be used for learning and school purposes only. It is not to be used for any type of personal use.

**Ensure security:**

- not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

**Respect privacy:**

- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- protect the privacy of others and never post or forward private information about another person
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking and sending/publishing photos, recording sound or videoing them (including teachers)
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- be aware that content I upload, or post is my digital footprint
- Always refer to the Photo Permission spreadsheet in Google Drive prior to publishing photo/video media content

**When I use my personal digital device, I agree to:**

- keep the device securely stored and switched off during school hours and on school grounds (smart watches are to be set to flight mode).
- if there is ever a need to use the device, seek permission to prior to turning on the device.

If I misuse my personal digital device, my parents will be notified. If I misuse it again, I will no longer be able to bring it to school.

This Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular 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.

If I do not follow this agreement, I will lose my access to digital technologies at school.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Parent/Carer Signature** \_\_\_\_\_

For further Support with online issues students can call Kids Helpline on 1800 551 800. Parents/carers call Parentline 1300 301 300 or visit <https://www2.education.vic.gov.au/pal/cybersafety/resources>