ROWVILLE PRIMARY SCHOOL

Digital Technologies Policy

Purpose:

Rowville Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Guidelines:

At Rowville Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate 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 students when using digital technologies for educational purposes.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Implementation:

- The use of ICT and other equipment/devices within Rowville Primary School should be for educational purposes only.
- The School has the right to monitor access and review all ICT use by students of the School. This includes personal emails, social networking sites (such as Facebook) and user generated content sites (YouTube, Flicker, and Interactive sites) received and sent on the school's computer and/or network facilities.
- The use of privately owned ICT equipment/devices (ie. iPhones, USB's, Mobile Phones) on the school site or at any school related activity must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from the appropriate member of staff.
- In line with the 'Acceptable Use of Digital Technologies Agreement' that each student signs upon enrolment into the School, the School will take all reasonable steps to ensure that all students are accessing appropriate sites via the internet.

Digital Technologies Policy

Evaluation:

Student Declarations when using digital technologies:

When I use digital technologies I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my *personal* mobile phone or digital technologies*,* I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of school hours.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.
- The school is not responsible for the loss of any digital equipment that students choose to bring to school.

ROWVILLE PRIMARY SCHOOL

Digital Technologies Policy

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, ipads, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter, KIK, Snapchat)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

The Acceptable Use Agreement applies when a student is using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities. Students can only use the school Digital Technology equipment when the agreement has been signed by parents/carers and the student and returned to school.

Students must comply with the terms of the Acceptable Use Agreement and expected standards of behaviour set out within the agreement. There are actions and consequences established within the Rowville Primary School Student Engagement Policy if students do not behave appropriately.

This Policy is to be retained by parents/guardians. The attached agreement is to be completed and returned to Rowville Primary School where it will be filed for the duration of each student's enrolment.

> This policy was ratified at School Council on 26th February 2014 and will be reviewed in February 2016.

Policy to be retained by parents/guardians and Acceptable Use Agreement (over page) is to be completed for all students and returned to school.

ROWVILLE PRIMARY SCHOOL

Digital Technologies Policy

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Digital Technologies Policy

Digital Technologies Acceptable Use Agreement

This agreement is to be completed and returned to Rowville Primary School where it will be kept on file for the duration of each student's enrolment.

Terms of Agreement & Student Declarations:

When I use digital technologies I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content of what I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio, video and site references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my *personal* mobile phone or digital technologies, I agree to be safe, responsible and ethical at all times, by:

- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages).
- Keeping the device on silent during class times; only making or answering calls or messages outside of school hours.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson.
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- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities. I can only use the school Digital Technology equipment when my parents and I have signed the agreement and returned it to school.

I understand and agree to comply with the terms of the Digital Technologies Policy and Agreement and expected standards of behaviour set out within these documents. I understand that there are actions and consequences established within the Rowville Primary School Student Engagement Policy if I do not behave appropriately.

Date: /   /20___

Student's Name:_____ **Grade**_____

Student's Signature (Yrs 3-6): _____

Parent / Guardian A Signature:_____

Name of Parent / Guardian A:_____

Contact Telephone Number:_____

Parent / Guardian B Signature:_____

Name of Parent / Guardian A:_____

Contact Telephone Number:_____

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx