

# Rowville Primary School

## Digital Technologies Policy



DET International CRICOS Code - 00861K



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764-1955.

### PURPOSE

At Rowville Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital technologies and online spaces. This policy outlines our school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

We believe that explicitly teaching students about safe and responsible online behaviour is essential and is taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

### IMPLEMENTATION

At Rowville Primary School we:

- Have a **Student Safety, Engagement & Well-Being Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours.
- Have programs in place to educate our students to be safe and responsible digital citizens.
- Educate our students about digital issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies in the classroom.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures - see: Duty of Care and Supervision .
- Utilise Department of Education provided internet services to ensure inappropriate content is filtered/restricted as best possible. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online platforms and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal/inappropriate online acts to the relevant authorities.
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The following resources provide current information from both the Department of Education & Training and the eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
- [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

### Student Acknowledgement - Safe, responsible and behaviour

When I use digital technologies, I **communicate respectfully** by:

- Always thinking and checking that what I write, or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- Not participating in any activities that are mean, hurtful or disrespectful.

When I use digital technologies, I **protect personal information** by:

- Being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.
- Protecting my fellow student's personal information in the same way (as above).

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- Protecting my passwords and not sharing them with anyone except my parent/guardian.
- Only joining spaces with my parents or teacher's guidance and permission.
- Not answering questions online that ask for my personal information.
- Knowing not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by:

- Thinking about what I post or share online.
- Using spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- Speaking to a trusted adult if I see something that makes me feel upset, uncomfortable or if I need help.
- Speaking to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
- Not deliberately searching for rude, violent or inappropriate content.
- Never taking photos, recording audio or video of others at school unless I have formal consent, or it is part of an approved lesson.
- Obtaining appropriate (written) consent from individuals who appear in images, audio or video recordings before forwarding them to other people or posting/uploading them online.

When I use digital technologies, I **agree to conduct myself in an ethical manner** by:

- Reading the terms and conditions (e.g. age restrictions, parental consent requirements) of the platform. If my understanding is unclear, I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions.
- 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 or attempting to bypass security measures.
- Not attempting to log into the network with a username or password of another student.
- Not downloading, installing or using unauthorised programs on school devices (including games).
- Keeping my device/s on silent during class times; and abide by the school's Mobile Phone Policy.
- Acknowledging the school is not responsible for the loss of any digital equipment that students choose to bring to school.

### One-to-One Device Program

The focus of the One-to-One Device program at Rowville Primary School is to provide tools and resources for the 21st Century learner.

Enhancing access to technology is essential for the development of our student cohort. One of the learning tools of these 21st Century students is the Enhanced One-to-One Device program, which sits alongside the general digital device program.

Providing individual access to a device is a way to empower students to reach their full potential, and to prepare them for further studies and the workplace.

### One-to-One Device Program Implementation

Year Three to Six students have the opportunity to participate in our Enhanced One-to-One Device program, which is partly supported by a parent financial contribution.

- Year Three and Four students will be supplied with a personal, at school use laptop.
- Year Five and Six students will be supplied with a personal, at school use laptop which they will have the opportunity to take off the school grounds.

Parents/carers of new students who commence after term 1 can elect to participate in the program. A pro-rata per term lease contribution will apply. The warranty component of the contribution will be payable in full.

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For families opting to not participate in the Enhanced One-to-One Device program, Rowville Primary School will have alternative devices available which will provide students access to technology. These devices may be shared with other students. Students in Years Five and Six will not be able to take an alternative device off the school grounds.

The device (together with the power adapter and satchel) remains the property of Rowville Primary School and must be returned to Rowville Primary School on the last day of attendance for each school year, on final day of attendance at the school and/or at other times as requested. The device issued to each student will stay with them from year to year.

Devices may require periodic updates; in which case they may be out of service for a short period of time. Devices are covered by an extended warranty, however any damage not covered under warranty repair may incur costs for repairs payable by the student's family. Any damage deemed to be *Malicious* will result in full cost of repairs being paid for by the family, up to the cost of a replacement device. Repairs and modifications to the supplied laptop may only be undertaken by Rowville Primary School, and its appointed service providers. Full replacement cost of the laptop will be the responsibility of the family for breach of this condition.

All year level teachers, in collaboration with students, will ensure devices are secured in classroom trolley/s at appropriate times such as extended absences from the classroom. Take home devices (Years Five and Six) that are lost or stolen while in the care of the student will result in an Insurance claim with an excess of \$250 payable by the student's family.

Unauthorised and/or unlicensed software and files are not permitted to be used on or loaded onto the device. Any additional required software may be installed at the discretion of Rowville Primary School on a need's basis.

### Parent Responsibilities

Parents will be invited to a parent information session, which will be held at the start of the school year for new participants in the program prior to devices being issued.

Parents and students will be required to indicate their acceptance of these conditions and their intention to participate in the program by paying their contribution to the program annually and signing the Enhanced One-to-One Device agreement.

Parents will be given opportunity to pay for the device via instalments. If a payment plan falls into arrears the device will be replaced by a 'non-program' alternate device. Additionally, year five and six students will not be able to take the device home.

### Student Responsibilities

Students will participate in a session familiarising them with the hardware and their expectations under the program.

It is expected that students are responsible for the use and security of their allocated device.

Students in Years Five and Six are expected to ensure that their device is charged at home and the devices is to be brought to school each day.

The supplied power adaptor is to remain at the student's home. A minimal allocation of charging facilities will be available at school for these devices.

In the event of loss or damage, a replacement power adaptor can be purchased from the school.

Students in Years Three and Four will load the device into their classroom trolley at the end of each day to be secured and charged. Classroom teachers will ensure that all laptops are accounted for and that the trolleys are locked at the end of each day.

Whilst Laptops are in transit between school and home, the supplied case/cover must be used at all times and ideally, for the device and student's security, it should then be placed in the student's school bag.

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If a student does not have their case, their laptop will be locked in the classroom laptop trolley overnight until the case is presented.

Any serious breaches of these conditions may result in the loss of privileges.

### COMMUNICATION

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

- It will be available publicly on our school's website
- Discussed at staff briefings as required
- School Newsletter
- Parent Information Nights

### FURTHER INFORMATION AND RESOURCES

- Legal Duty of Care and Supervision Policy - <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinduty.aspx>
- Safety Commission - <https://www.esafety.gov.au/>
- Student Safety, Engagement and Wellbeing Policy
- Mobile Phone Policy

### POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Approved by	Rowville Primary School Council
Next scheduled review date	July 2026

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**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.**

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

By signing this document, I have acknowledged that I understand and agree to comply with the terms of the Digital Technologies Policy and Agreement and expected standards of behaviour set out within this document. I understand that there are consequences for my actions if I do not adhere to the above.

**Date:**   /   /20

Participating in **Enhanced One-to-One Device Program** and agree to the responsibilities above  

**Student's Name:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student's Signature (Yrs 3-6):** \_\_\_\_\_

**Name of Parent / Carer A:** \_\_\_\_\_

**Parent / Carer A Signature:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**Name of Parent / Carer B:** \_\_\_\_\_

**Parent / Carer B Signature:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

For further support with online issues:

- Students - Kids Helpline on 1800 55 1800.
- Parents/carers - Parentline on 13 22 89