

"Reaching Our Potential"

TOOBORAC PRIMARY SCHOOL

DIGITAL TECHNOLOGIES

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 video conferencing 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 Tooborac Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

DEFINITIONS

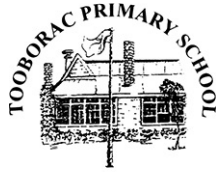
For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Tooborac 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



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tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Tooborac 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.

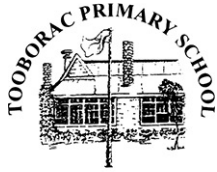
Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Tooborac Primary School, 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 Tooborac Primary School, 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, including [insert details of specific programs]
- 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 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.



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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 Tooborac Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

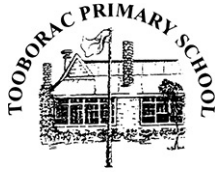
When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Tooborac Primary School will institute a staged response, consistent 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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on 6/07/2019 and is scheduled for review in June 2021



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ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Computer Contract for Students in Foundation – Grade 6

WHEN USING THE SCHOOL COMPUTERS, I WILL:

- Agree to follow all teacher instructions regarding the use of computers, networks, Internet, Web 2.0 technologies such as Wiki's & Blogs, email, digital cameras, videos, software and other related hardware.
- Respect computer equipment. E.g. not place food, drink or magnetic objects at or near the computers or printers and leave all electrical cords alone.
- Only use the Internet when a teacher is present in the room.
- Seek help when something goes wrong on the computer.
- Not alter the set up of the computer hardware or software.
- Not add or delete any software or hardware
- Not interfere with the files or folders of others
- Respect the use of USB drives, CDRoms or disks.

WHEN USING THE INTERNET AT SCHOOL I WILL:

- Only use the Internet in the presence of a teacher.
- Go only to Internet sites specified by my teacher.
- Respect the copyright laws when accessing information on the World Wide Web.
- Not copy another person's work from the Internet without mentioning the author's name.

WHEN USING THE EMAIL AT SCHOOL I WILL:

- Only use my first name and not give out other personal information such as my surname, address or telephone number or the information of another student or teacher
- Only use the first name of other children and not give out their personal information such as surname, address or telephone number
- Always have my teacher's permission before sending email or using Web 2.0 Technologies (e.g. Wiki or Blog)
- Ensure that any email or online message I send does not contain inappropriate content
- Show my teacher any message received online e.g (email or Wiki comment) that I receive at school that is not from an approved source

If I come across any information that is unsuitable or makes me feel uncomfortable, I will press the 'minimise' button and tell my teacher right away.

I understand that a log file is kept of all my activity on the Internet.

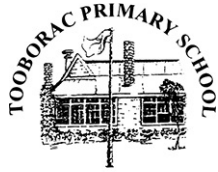
I understand that I need to use the Tooborac PS computers according to these rules.

If I do not, I could be banned from using the computers for a time decided at the teacher/school's discretion. This contract is for the duration of my schooling at Tooborac Primary School and will be reviewed each year with my class teacher.

Child's NameDate:

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Child's Signature



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I have read and discussed these guidelines with my child.

Parent/Guardian's Name

Parent/Guardian's Signature

[Further information - Consent, Acceptable Use Agreements and Online Services](#)