

**DIGITAL TECHNOLOGIES
(Internet, social media and digital devices)**

**Purpose**

To ensure that all students and members of our school community understand:

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. 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 Box Hill North 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**

Box Hill North Primary School understands that safe and appropriate use of 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.

Box Hill North 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **iPads at Box Hill North Primary School**

Foundation classes are delivered with the use of iPads. BHNPS will provide students with iPads to be used at school. These iPads are to remain at school and be assigned to a specific grade.

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

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Box Hill North 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 Box Hill North 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, including the eSmart Framework
* 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 our ICT information night and parent teacher conferencing.

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 the ICT coordinator and/or ICT Technicans as appropriate, 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 Box Hill North 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), Box Hill North 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 ICT agreement policy*.

**Review Cycle**

This policy was last updated on August 2020 and is scheduled for review in August 2022.

**ANNEXURE A: Acceptable Use Agreement**

**Box Hill North Technology and Services Acceptable Use Agreement**

**For Students in Years 3-6**

This agreement lays out the expectations that we instil and hope to embed by the end of year 6. Students, particularly those in year 3, will find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these boundaries/guidelines, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher to discuss further if required.

Box Hill North 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 behaviours 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.

At Box Hill North 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 Engagement 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 and intellectual property including 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;
* 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;
* provide parents/guardians with a copy of this agreement.

**Student Expectations**

**Google Apps for Education**

* Google Apps for Education (e.g. Google Drive, Google Classroom, Google Sheets,etc…) is only to be used for school related purposes.

**Using devices:**

* I will only use devices that I am permitted to use by a teacher, parent or guardian;
* I will always ask permission to use another individual's device from the owner of the technology (ie. their parents or the school);
* I will always follow the instructions given to me by my parents, guardians or my teachers.

**Supervision:**

* I will only use technology and services at school when a teacher is supervising me in the same room;
* I will only use technology and services at home when a parent, guardian or trusted adult is supervising me in the same room;
* I know I must use technology in a public space like a kitchen or lounge room - not a bedroom or study area by myself.

 **Personal Information:**

* I know that personal information is anything that could be used to identify me. It includes:
* Full name;
* Birthday;
* School Name or postal address;
* Home postal address;
* Email addresses (personal or school supplied);
* Phone numbers (home or mobile);
* Photos or videos of myself or other people I know;
* Credit Card information of my parents/guardians;
* Sharing my location or position of others on websites or social media tools.
* I will only share this information with the explicit permission of the school, my parents or guardians.

I know this information should NEVER be published on a public space.

**Communicating with people online:**

* I am only to use communication tools or online services (eg. Google Apps for Education) managed, set up or supervised by my parents/guardians or the school;
* I can only communicate with people I know from a face-to-face conversation in real life;
* I will not send personal information to people online;
* I will only make friends with people online who I know from a face-to-face conversation (preferably who reside within the school community);
* I will think carefully about making friends and removing friends online as it can hurt or affect other people’s feelings;
* I will send messages or make comments that are always:
* Happy: The messages are happy and positive;
* Helpful: The messages sent are helpful to the individual they are sent to.
* I know it is wrong and I won’t send mean, bullying or inappropriate messages or materials to other users online.

**My public Profile, Usernames and avatars:**

* I must NOT share any personal information on my online profiles (public or private);
* I will use safe usernames, where possible, and not use my real name;
* I know profile pictures should not be of me or my friends.

**Credentials and passwords:**

* I know it is my responsibility to protect my online identity;
* I must never share my username and password with anyone other than my parent, guardian or teacher for safe keeping;
* I MUST notify a parent, guardian or teacher if I lose a password or believe someone else knows it;
* I cannot use anyone else’s logon and password to use technology.

**Sharing, sending and uploading information:**

* I should only be sharing anonymous (not including personal information) or non-identifying information, products or media where possible;
* I MUST seek permission from a parent, guardian or teacher in order to upload, share or post information;
* When I share information, links or media, I know it MUST be safe and appropriate to be viewed by students in primary school (under 13) at all times.

**Saving and storing information:**

* I am expected to store information carefully, thinking about how to make sure it is safe and protected at all times;
* I should save information on my Google Drive or a USB drive;
* I may also publish information I wish to share with community members, for assessment or for other reasons on shared server drives or on secure online spaces with permission;
* I can NEVER post, share or save information on a public website, such as YouTube without written permission from my parent or guardian.

**Downloading and Installing items:**

* I must only download and install programs or applications with the explicit permission of the owner of the device they are using;
* I know that my parent or the school is the actual owner of the technology I use (like an iPod, Phone, etc.) and they let me know what I can and cannot do with it.
* I cannot use and operate programs that are stored on a USB or external hard drive unless I have teacher, parent or guardian permission.

**Taking Videos and Photos:**

* I must get permission to take photos of my friends and family;
* I know I cannot share these photos publicly without the permission of the individuals in the photo.

**Creating or making digital products:**

* I am permitted to make and create any digital products for any of the following purposes:
* educational purposes: as directed by my teachers;
* personal use: use for my own interest areas.
* I won’t make anything rude, mean or inappropriate for anyone under the age of 13 with digital technologies.

**Asking for Assistance and Reporting Incidents:**

* I will need to ask for assistance from parents, guardians or teachers when any issues arise using technology;
* If I find rude or mean messages or come in contact with a website, video or game that makes me feel upset I need to let a parent, guardian or teacher know as soon as possible;
* I must report cybersafety incidents as soon as possible to ensure that I can be protected and the issue resolved;

**Backing up of Data:**

* I know the school, my parents or guardians are not responsible for backing up or storing copies of my information, files or media;
* When I participate in the 1-to-1 Program, I know my computer may be reimaged to rectify issues or problems;
* I know I can backup to a separate USB stick, or my Google Drive.

**Caring for technology and services:**

* I need to care for technology that I am the “Authorised User” of;
* I need to store technology safely in bags or pouches when not being used;
* I need to hide devices from view of windows;
* I need to, where possible, keep devices packed inside a closed school bag when I am not using it.

**Copyright Materials:**

* I must not knowingly download, share, copy or attempt to pass off Copyrighted material (things that other people have made, published or sold) as my own or without permission from the copyright owner;
* If I use copyrighted material, I will mention its owner with: a Full Name, publication date and website URL where possible.

**Using Websites, Games, Programs or Apps:**

* I must always get permission for using applications and websites on devices from the owners;
* I MUST only access and use programs, websites and tools that are age appropriate and I have been  given permission to use by a parent, guardian or teacher;
* I will not go looking for rude or offensive materials that are inappropriate for students in primary school.

**Reporting Technical Faults:**

* I must report any faults, problems or issues with computers or technology I have to my teacher, parent or guardian.

**Consequences:**

* I know that if I do not follow these expectations there will be consequences I will have to accept.
* These consequences can be:
* A verbal warning and an explanation about what I was doing incorrectly;
* A formal letter sent home about the issue or behaviour that was wrong and I may not be able to use technology or services owned or operated by the school for a period of time;
* Serious misuse could mean I cannot use technology or services for a longer time and I have a meeting with the principal and my parents;
* For a very serious issue or problem I may permanently lose access to technology services run by the school.
* I know the Victorian Police may investigate if I do something very inappropriate.

**Box Hill North Technology and Services Acceptable Use Agreement Acceptance**

**For Students in Years 3-6**

To view our current ICT policies and documents please visit the website below.

http://bhnps.vic.edu.au/our-school/school-policies-and-documents/

Please fill in this sheet and return it to your classroom teacher as soon as possible to enable your child access to school technology and services.

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Student Class** | **Student Year** |
|  |  |  |

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read through the Technology and Services Acceptable Use Agreement with my parent or guardian and agree to follow all of the expectations the best I can.

**Parent/Guardian Signature:**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read through the Technology and Services Acceptable Use Agreement with my child and agree to support the school in imparting and developing these behaviours.