



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 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- (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 Harrisfield Primary School.

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

This policy forms a critical component of ensuring that Harrisfield PS is a Child Safe School.

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

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

Harrisfield 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 Harrisfield 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 Harrisfield 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 eSmart.
- 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.

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 who will contact the Assistant Principal the administration 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 Harrisfield 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), Harrisfield 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 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.

REVIEW CYCLE

This policy was last updated on September 17, 2018 and is scheduled for review in 08/2019.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Harrisfield Primary School

DIGITAL TECHNOLOGIES & INTERNET AGREEMENT - STUDENTS

Users Agreement

I agree to use digital technologies and Internet at our school in a responsible manner for purposes stated in The Harrisfield Primary School digital technologies and Internet Usage Policy. Digital Technologies refers to information and communications technologies such as computers, netbooks, iPads and tablets, digital cameras and other mobile storage devices. The Internet refers to any online websites and resources accessed via the World Wide Web.

If I ever find myself in unsuitable locations on the Internet I will immediately click on the home or back button and inform a teacher.

When working on the Internet I will:

- Only work on the web for specific educational purposes.
- Not give out personal information (such as my surname, address, telephone number).
- Ask the teacher before posting any material on the world-web pages.
- Need a teacher's permission before sending any online messages.
- Compose online messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. These messages need to be reported to the supervising teacher as soon as possible.
- Not copy material from other web sites, unless I have permission from the person who created the material.
- Never use the internet to frighten, annoy or bully other people.
- Follow school guidelines and procedures, when preparing materials for publication on the web.
- Never share photos or messages from myself or others without permission.
- Keep my passwords safe and never share with anybody.
- Report any privacy issues to the teacher.

I understand that breaches of the rules will result in a loss of my internet/email access privileges for a period of time determined by the internet coordinator/principal.

When using Digital Technologies I will:

- Respect other school users by not accessing their data, folders or personal work product.
- Only work on projects with teacher permission.
- Keep my passwords private.
- Not alter folders, desktops, icons, shortcuts or other aspects of the computer set-up.

I understand that breaches of the rules will result in a loss of my digital technologies access privileges for a period of time determined by the digital technologies coordinator/principal.

PARENT/STUDENT SECTION

STUDENT NAME:	
STUDENT SIGNATURE:	
PARENT NAME:	
PARENT SIGNATURE:	
DATE:	

[Acceptable Use Agreement for Primary Schools - Template](#)

- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)