

DIGITAL TECHNOLOGIES POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers.

If you need help to understand the information in this policy please contact the school office on 9786 6066

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 iPad 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 and staff at Kananook Primary School

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Kananook Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

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

Kananook 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.

Kananook 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 Kananook 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 Kananook 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.
- 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 Wellbeing and Engagement*** policy that outlines our School’s values and expected student behaviour, including online behaviours
- have a Digital Technologies Acceptable Use Guidelines and Agreement document outlining the expectations of students when using digital technology at school. ***See Appendix 1***

- 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 facebook feeds, website and update Ed app.

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 or the administration 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 Kananook Primary School's *Statement of Values and School Philosophy*, *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), Kananook 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.

Parents will be notified if a breach of the agreement has occurred. **See Appendix 2**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kananook PS, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Cyber-Bullying

Kananook Primary School is committed to developing a safe online environment and safe use of digital technologies where the students act respectfully and positively towards each other in acceptable and non-threatening ways.

Cyber-bullying is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Examples of cyber bullying:

Pranking	Repeated hang ups, anonymous, mocking or threatening phone calls.
Image sharing	Forwarding or sharing unflattering or private images without permission
Sexually explicit images	People of any age, who forward or share images of a sexual nature of a person under 18 need to be aware that this is a criminal offence that may result in prosecution
Text and email	Sending insulting or threatening text messages or emails
Personal online information	Publishing online someone's private, personal or embarrassing information without permission, or spreading rumours online.
Identity theft	Assuming someone's identity online and negatively representing them in a way that damages their reputation or relationships.
Hate sites	Creating hate sites or implementing social exclusion campaigns on social networking sites.
Other types	It is also cyber bullying when a student, or students, uses technology to run a multi-step campaign to bully another student. For example, setting another student up to be

	assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others.
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Procedure

Staff at Kananook Primary School has the responsibility to ensure that:

- all forms of cyber bullying are prohibited at our school
- staff are aware of cyber bullying and are able to identify and look for signs of occurrence among the students
- students are aware of the consequences of cyber bullying
- a code of conduct is in use for technology, including computers and mobile phones, whilst on the school premises.

Students at Kananook Primary School have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying

Strategies for the Prevention of Cyber-bullying:

- Ensure that all cases of cyber bullying are reported and responded to promptly. Any confirmed cases of cyber bullying will result in contact being made with home via a letter sent by mail and a phone call informing parents of the situation.
- Ensure there is supervision of technology that is effective for monitoring and deterring cyber bullying.
- Block access to social media sites at school
- Display posters informing children of their responsibilities when using technologies
- Engagement of outside agencies to educate children on safe use of digital technologies
- Education of children regarding their responsible use of digital technologies
- Enforcement of the school's mobile phone statement
- Communication of policies to the whole school community through a variety of mediums
- Regular use of the resources listed below to educate children

Steps to be taken for the cyber bully:

- Where possible printed evidence of the incident will be collected and sent home to the parents of the person doing the harm. If no physical evidence contact will be made home to inform the parents of the report being made.
- Enforcement of Department Policy as deemed necessary, regarding any incident related to cyber-bullying.

Steps to help the victim of cyber bullying:

- Offer mediation with the perpetrator if the incident involves children from the same school.
- Offer assistance by referring the victim to the www.esafety.gov.au website recommended by the DET and run by the Australian Government

REFERENCES

- Appendix 1 – Digital Technologies Acceptable Use Guidelines and Agreement
- Appendix 2 – Breach of Digital Technologies Acceptable Use Agreement

COMMUNICATION

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

- Available publicly on school website
- Messaging parents/care givers using the SeeSaw for Schools App
- Included in induction processes for staff
- Discussed at staff meetings and briefings as required
- Included in enrolment packs
- Hard copy available from school administration upon request

REVIEW CYCLE AND EVALUATION

DEVELOPED/REVIEWED	July 2023
CONSULTATION	<ul style="list-style-type: none"> • Staff – • Education sub-committee
ENDORSED BY PRINCIPAL	July 2023
EVALUATION	This policy will be reviewed every two years as part of the school's review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration.

DIGITAL TECHNOLOGIES ACCEPTABLE USE GUIDELINES AND AGREEMENT



Rationale

Kananook Primary School uses the Internet as a teaching and learning tool.

Whilst the Internet is a valuable resource, it must be used responsibly.

Kananook Primary School also recognises that electronic information research skills are required as essential knowledge for members of our society and as future employees. With this in mind, Kananook Primary School actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. However, access is a privilege and not a right. Access entails responsibility.

The Role of Students

- Students are responsible for good behaviour on school computer networks as detailed in Kananook Primary School's Student Computer Use Code of Conduct Years 2 to 6 relating to computer usage.
- Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply.
- Individual users of the school computer network are responsible for their behaviour and communications over the network.
- It is an expectation that users will comply with school standards and will honour the agreements they have signed.
- Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and school network and/ or disciplinary action.

The Role of Parents

- Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.
- At home we recommend that parents make some time to sit with their child to find out how they are using the Internet and who else is involved in any online activities.
- It is also recommended a computer with Internet access is in a shared place in the house – not a child's bedroom.

The Role of Staff

- Kananook Primary School expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The Role of the School

- Kananook Primary School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to

facilitate the successful incorporation of access to online services throughout the school's curriculum.

- In addition, Kananook Primary School will actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.
- Kananook Primary School undertakes to ensure that information published on the Internet by students or the School under Kananook Primary School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Student Access

- Kananook Primary School's network is provided for all students for tasks such as conducting research and communicating with others.
- Independent access to the Kananook network is available to students who agree to act in a considerate and responsible manner.
- Although Kananook Primary School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the Internet.
- The Code of Conduct signed by students clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

Student Digital Technologies Acceptable Use Agreement

- At the beginning of each year all students in Years P to 6 are expected to sign and have signed by a parent/ guardian, an Acceptable Use Agreement for access to Kananook Primary School's computers and the Internet.

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

Care and Usage of the Equipment:

- I will care for and look after the computers/lpads and all their parts.
- I will not eat or drink near the computers/lpads.
- I will only use the computer/lpad if I have permission from a teacher.
- I will not copy, download or put my own software on the school computers/lpads or download software from the internet as this may cause a virus.

Work Habits:

- I agree to follow all teacher instructions when using the computers/lpads.
- When using the World Wide Web, I will only search for information about my work.
- I will not download pictures, music or games without my teacher's permission.
- I will not print anything from the colour printer unless I have permission from my teacher.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Kananook Primary School.
- I will only play "games" on the school computer/lpad that are educational and have my teacher's approval.
- I will not submit other people's work as my own.
- I will not access any files except my own.

Personal Safety:

- I will use only my first name when communicating with other people.
- I will not give out mine or anyone else's password, full name, address or phone number.
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.
- Breaking any of the rules listed above will cause me to not use the computers/lpads for a negotiated period of time.
- My parents will be notified.
- I cannot access our school's computer/lpads or network until this agreement has been signed.
- I have discussed this with my parents / carers and agree to follow all of these rules.

Mobile Phones/Personal Devices/Tablets/Smart Phones:

- In general, mobile phones are not to be brought to school. In emergency situations parents can contact the school and messages will be given to students.
- However, it is understood that there will be occasions when parents will require their children to bring a phone to school for safety reasons (for instance it may be needed on the way home from school).
- Children who are required by their parents to bring a mobile phone to school must hand it to their classroom teacher at the start of the day for safekeeping.
- The phone must be switched off.
- At the end of the day it will be the child's responsibility to collect the mobile phone from the class teacher.
- Students will be responsible for all data contained on their phone.
- At no time will the school accept responsibility for students' mobile phones if they are damaged, lost or stolen.

Student's Name: _____ Signed: _____ Date: _____

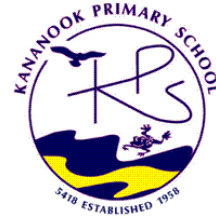
Parent/Carer Agreement

- I have discussed student responsibilities and the potential problems and dangers related to Internet use with my child.
- I agree to allow my child to use the Internet at school.
- I also agree to the terms and conditions set out in this Digital Technologies Code of Conduct Agreement.

Parent's Name: _____
Date: _____

Signed: _____

BREACH OF DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT



Date: ____ / ____ / 20__

Dear Parent,

I write to inform you that _____ has breached our Student Digital Technologies Acceptable Use Agreement. The consequence for this breach is loss of computer use for _____ weeks.

Details of breach:

It would be appreciated if you could discuss this breach with _____ in line with our Digital Technologies Acceptable Use Agreement (attached overleaf) and then sign and return the parent acknowledgement slip below at your earliest convenience.

Regards,

Class Teacher

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PLEASE complete and return to school

Digital Technologies Acceptable Use Agreement

I have spoken to my child, _____ about their recent breach of the Digital Technologies Acceptable Use Agreement.

Signed: _____

Date: ____ / ____ / 20__