



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY)

---

## 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 BYOD program for Grades 5 and 6 students]
- (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 Koo Wee Rup 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**

Koo Wee Rup Primary 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.

Koo Wee Rup 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.



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY)

---

## **iPads at Koo Wee Primary School**

At Koo Wee Rup Primary School iPad devices are used to supplement and support the classroom curriculum in Grades Prep to 2. The School has a commitment to ensuring class sized sets of iPads are available so that students have one-to-one access when required. Part of the School's commitment is to ensure appropriate security of iPads is maintained and sufficient charging stations are available for each set of iPads.

## **Laptops at Koo Wee Rup Primary School**

At Koo Wee Rup Primary School Laptop devices are used to supplement and support the classroom curriculum. The School has a commitment to ensuring class sized sets of laptop devices are available so that students have one-to-one access when required. Part of the School's commitment is to ensure appropriate security of laptop devices is maintained and sufficient charging stations are available for each set of laptops.

## **BYOD program at Koo Wee Rup Primary School**

Our school operates a Bring Your Own Device (BYOD) program in Grades 5 and 6. This means students must bring their own purchased laptop with them to school each day. Koo Wee Rup Primary School has special arrangements with EduNet, an education focussed supplier of computers that offers discounted prices for the purchase of laptops for Koo Wee Rup Primary School students.

Students participating in the BYOD program must purchase an approved device from the list of devices provided to parents each year.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's BYOD program device.

Koo Wee Rup Primary School has in place arrangements to support families who may be experiencing long or short-term financial hardship to access a laptop for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office.

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Koo Wee Rup 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 Koo Wee Rup 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



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY)

---

- 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 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 the 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 their classroom teacher 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 Koo Wee Rup 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), Koo Wee Rup Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY)

---

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
- removal of digital technologies access for a determined period of time
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

## REVIEW CYCLE

This policy was last updated on 7<sup>th</sup> of November 2020 and is scheduled for review in 2022.

This policy was ratified by School Council on 9<sup>th</sup> December 2020.



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY

---

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

# Digital Technologies

## Acceptable Use Agreement

Cybersafety is an important issue for young children. By the time children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin.

### Part A: School profile statement

Koo Wee Rup 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.

Digital technologies includes the use of computers, communication devices, the school network, the Internet, digital/video cameras, scanners, data storage/transfer devices, and iPads.

At Koo Wee Rup 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.



## DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY)

---

The following page highlights the expectations of the students at Koo Wee Rup Primary School in regards to their safe and responsible use of digital technologies.

**Please read the rules carefully with your son/daughter and sign and return the declaration to the office or your classroom teacher. Please retain Part A and the top half of Part B for your future reference. By not signing this agreement, your child will not be able to log onto the school network or use digital technologies for publishing their work, for research or for any other purposes.**

If you have any concerns about this agreement, please contact the Principal on (03) 59971272. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/guardians call Parentline 132289 or visit <http://www.cybersmart.gov.au>



# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL SERVICES POLICY

---

## Part B: Student/Parent/Guardian Declaration

The rules we follow at KooWeeRup Primary School when we use digital technologies are:

### General Use

1. I will not eat or drink near digital technologies.
2. When I am using digital technologies I will use my time effectively and do the task I am meant to be doing.
3. I will work co-operatively when I am using digital technologies.
4. I will take care of the schools' hardware and software.
5. I will start and shut-down the computers correctly.
6. I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example: - Printing more copies than I need; - Downloading large files which slow down the network; - Changing the settings on computers or other equipment
7. I will log off the computer when I have finished my work.
8. I will keep my password/s to myself, and not seek the password of others.
9. I will only work on my own work and store it in my folder/file or on my own removable storage media, such as CD's, USB keys or Hard Drives.
10. I will allow teacher/s to check the contents of my removable storage media when they ask.

11. I am aware that viruses can be spread between computers through email and using removable storage media that have not been checked by virus scanning software and I will check with my teacher before using a removable storage media on a school computer.
12. Only teachers are to use the photocopiers. If I need to print work, my teacher will collect it for me when it's convenient for them.

### Internet Use

13. I will only access web sites that are relevant to the information I need.
14. If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.
15. When I use email, forum boards or supervised chat rooms, the messages I send will be polite and sensible.
16. I will not give out any personal information about myself or others unless I have permission from a teacher, e.g. name, address, phone number, parent names, etc.
17. If I receive any messages that I do not like I will tell a teacher immediately.
18. I know that the school may check my computer files, storage devices and may monitor the Internet sites I visit.
19. I will not copy others people's work into my work, and call it my own without acknowledging external content. This includes pictures and information I find on the Internet and CD-ROM's.

**As a responsible user at Koo Wee Rup Primary School I will follow the above rules.**

If I break any of these rules, then I may be unable to use digital technologies at KooWeeRup Primary School. I will need to re-negotiate how I use digital technologies at school.

Student Name and/or Signature .....

Date: .....

I/We have read the Acceptable Use Agreement and understand that this document is not a legally binding document. By signing this agreement, I/we will endeavor to support the school in making sure my child is a safe and responsible user of digital technologies.

7

Parent/Guardian Signature: .....

Date: .....