DIGITAL TECHNOLOGIES (ICT) POLICY

Acceptance Respect Resilience Responsibility Excellence

PHILOSOPHICAL BASIS

Our school is committed to providing students with the knowledge and skills required to be active participants in our changing society. Digital technologies, including the internet, iPads and Notebooks provide our students with opportunities to communicate and obtain information, engage in discussion, work collaboratively, engage in authentic tasks and present their work on a private digital forum (Seesaw & Google Classroom).

Digital Technologies are used:
- as a communications tool within the Glen Katherine community (QKR, COMPASS, Seesaw, Google Classroom)
- as a tool used for guided research and investigations
- to provide access to online learning resources
- to create and publish work, and
- as a platform for personal digital portfolios.

GUIDELINES

Infrastructure
- The curriculum team, led by the Principal, will set the direction for the school's Digital Technologies integration across all learning areas, including staff development.
- The technical team will be guided by the Principal to plan and implement changes and upgrades to the Digital Technologies infrastructure to support the school's goals.
- Technical support by means of DET funded cluster and local technicians will provide specialised expertise where required.
- The School Council will allocate supplementary funds, when appropriate, to enhance Digital Technologies within the school to maximise student learning opportunities.
- The school will maintain an up to date website along with SeeSaw showcasing student learning at year level and within Specialist subject areas.
- The community will be kept informed of Digital Technologies progress, policies and responsibilities and, where appropriate, will be invited to participate and / or provide input, through the school's continuous improvement processes.

Learning
- All staff are to have access to the Digital Technologies professional learning opportunities to maintain contemporary Digital Technologies skills.
- All students will have access to a sequential Digital Technologies skill development program, delivered in all curriculum areas and taught by teachers throughout the school.
- Emphasis should be placed on integrating the teaching of Digital Technologies as a tool in the context of the different learning areas rather than as a stand-alone subject area.
- Student progress in Digital Technology will be reflected through their digital portfolios (Seesaw).

Access
- All staff members are to implement DET policy governing the implementation of new Digital Technologies programs and the use of ICT, including safe use of the internet, email and social media.
- A copy of the Digital Technologies Acceptable Use Policy will be included in the policy section of the Staff Handbook for staff reference.
- All students and parents/guardians are required to sign the Acceptable Use of Technologies Agreement, based on DET best practice and policy, annually.

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- Students not fulfilling user agreement requirements may have user privileges suspended and parents will be informed. Learning tasks will be completed by alternative means.
- All students and parents/guardians must sign the Seesaw permission form prior to gaining access to their child's digital portfolio.
- Any parent/child who fails to adhere to the expectations outlined in the Seesaw permission form will result in suspension of access to the digital portfolio. Portfolios will only be presented on a digital platform, with no alternative means provided.

PURPOSE

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

- 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]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Glen Katherine 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 also follow our school's Acceptable Use Policy.

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

- Glen Katherine Primary School 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 digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

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VISION FOR DIGITAL LEARNING AT OUR SCHOOL

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Glen Katherine 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.

PERSONAL DEVICES AT GLEN KATHERINE PRIMARY SCHOOL

Glen Katherine Primary School operates a Bring Your Own Device (BYOD) program in Grade 5-6. This is outlined in the 1:1 BYOD Grade 5/6 Program. Classes in F-4 have access the use of a variety of iPads/tablets/notebook computers.

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 device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school on 9431 1599.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

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

At Glen Katherine Primary School, we:
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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 safe, responsible and discerning users of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity

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- 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 & 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

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.

STUDENT BEHAVIOURAL EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Glen Katherine 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), Glen Katherine Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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

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● other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	[July 2022]
Approved by	Principal and School Council
	[NOTE: School council approval is required for any elements of the policy that involve parent payments for devices]
Next scheduled review date	2025

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Acceptable Use Agreement

Glen Katherine Primary School

At Glen Katherine Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:
- Have a **School Code of Conduct** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

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Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- ✓ Always thinking and checking that what I write or post is polite and respectful

- ✓ Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel.)

- ✓ Not sending mean or bullying messages or forwarding them to other people.

- ✓ Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- ✓ protect my friends' information in the same way

- ✓ protect my passwords and don't share them with anyone except my parent

- ✓ only ever join spaces with my parents or teacher's guidance and permission

- ✓ never answer questions online that ask for my personal information

- ✓ know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- ✓ stop to think about what I post or share online

- ✓ use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help

- ✓ protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information

- ✓ speak to a trusted adult if I see something that makes me feel upset or if I need help

- ✓ speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared

- ✓ don't deliberately search for something rude or violent

- ✓ turn off or close the screen if I see something I don't like and tell a trusted adult

- ✓ am careful with the equipment I use.

At school we/I have:

- ✓ discussed ways to be a safe, responsible and ethical user of digital technologies.

- ✓ presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

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My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I

(Write or Draw)

When I use digital technologies I **protect personal information**. This means I

(Write or Draw)

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

(Write or Draw)

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Safe & Responsible Behaviour Rules

Care and Usage of the Equipment – I agree:

- ✓ To take great care when using the schools computer equipment, personal laptops and iPads throughout the school and to notify a teacher of any damage or attention required
- ✓ To not eat or drink near the computers
- ✓ Only to use the computer with a teacher's permission and stay on task
- ✓ Not to copy, download or put my own software on the **school** computers as this may cause a virus
- ✓ Bring BYOD device fully charged to school everyday, you will not be allowed to charge devices at school.
- ✓ If you were issued a school device at the end of 2020, this device is to be brought to school every day, fully charged for the students exclusive use.
- •

Computer, Laptop & iPad Use - I agree:

- ✓ To follow all teacher instructions when using computers, iPads or any digital technology
- ✓ To only open files that are mine or files that a teacher has told me to open or use
- ✓ To keep the settings of the School computers and iPads as I find them and not to alter screensavers, wallpaper or the way the desktop is arranged, or delete or move apps
- ✓ Only to print when instructed to by a teacher and only if appropriate content
- ✓ Not to install any software on school computers or new apps on iPads unless instructed to by a teacher
- ✓ Not to log into the school computers or school iPads with my own Apple ID or iCloud ID or Google docs ID
- ✓ Not attempting to log into the network with a user name or password of another student
- ✓ Not accessing media that falls outside the School's policies;
- ✓ Not downloading unauthorised programs, including games (school computers);

Internet Use - I agree:

- ✓ Only to access web sites appropriate to the task at hand as directed by a teacher, (not entertainment game sites, music lyrics sites, fan sites, video streaming etc).
- ✓ Only to access search engines as directed by a teacher – not to use google images unless my teacher has allowed me to
- ✓ Not to download any files from the internet unless instructed to do so by a teacher
- ✓ Not to email photographs of any kind, or inappropriate emails
- ✓ If I am under 13 years of age, I am not to have a social media account or use such social media apps or sites as Facebook, YouTube, Instagram, Kick, TicTok, Snap Chat, Twitter, Musical.ly, etc. as I am aware of age restrictions to sites
- ✓ To work to stop bullying - I don't send mean or bullying messages or pass them on to others, either at school or at home
- ✓ Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);

Personal Safety – I agree:

- ✓ Respecting others and communicate with them in a supportive manner
- ✓ To protect my personal information by being aware that my full name, photo, birthday, address and phone number is personal information and I shouldn't post or share these online

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- ✓ To do the same with others personal information that I might know. I will protecting the privacy of others by never posting or forwarding their personal details or images
- ✓ Protect my passwords and don't share them with anyone except my parent
- ✓ Never meet anyone I have met "on-line" without my parents' permission
- ✓ To immediately tell a teacher if I accidentally encounter on my or any other computer anything which I know is inappropriate or makes me feel uncomfortable or unsafe online, including also if I see others participating in unsafe, inappropriate or hurtful online behavior.
- ✓ Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- ✓ Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson

Mobile Phones – I agree:

- ✓ Mobile phones to be handed into front office at the beginning of the school day and it is the responsibility of the student to collect at the end of the day.
- ✓ When I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times.
- ✓ Only making or answering calls or messages outside of school times and outside of school property;
- ✓ Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

Student Acceptable Use of Digital Technologies Agreement 2021

_____ **acknowledges the commitment of** _____

(teacher's full name) (student's full name)

to being a polite, safe and responsible user of digital technologies according to the details mentioned in the YGPS Acceptable Use of Digital Technologies Agreement.

As a student I continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. Breaking any of the rules stated in this agreement will result in the withdrawal of my computer privileges for a negotiated period of time set by my teacher or school eLearning leader.

.   .   .

Student's signature (write your name)   Teacher signature   Date

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Parent/Guardian Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to): school owned ICT devices (e.g. desktops, laptops, printers, scanners), mobile phones and student owned devices, email and instant messaging, social networking sites (e.g. Facebook), video and photo sharing websites (e.g. YouTube), blogs or micro-blogs (e.g. Twitter), forums, discussion boards and groups (e.g. Microsoft Teams, Google groups), wikis (e.g. Wikipedia), etc.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established if my child does not behave appropriately.

I have discussed this agreement with my child and agree that any breaking of the rules will result in a loss of computer privileges for a negotiated period of time set by my child's classroom teacher or the school's eLearning Leader.

Parent/Guardian Name: _____
_____

Parent/Guardian Signature: _____   Date: _____

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