

DIGITAL TECHNOLOGIES/LEARNING (Internet, Social Media & Digital Devices)

RATIONALE:

Findon 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 variety 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.

Findon 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.

This policy applies to all students at Findon Primary School.

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

AIMS:

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 1:1 personal device program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and 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

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any network, system, 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. Information Communication Technologies is listed as ICT throughout this policy. Department of Education and Training is listed as DET throughout this policy.

IMPLEMENTATION:

How digital devices are managed and used across the school

Students will acquire skills to encourage them to think outside the square, seek answers to their own questions, collaborate, create and engage and become global citizens; ICT will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. We aim to offer the best ICT opportunities for all students. In Foundation to Year 2, students make use of shared iPads within the classroom to support their learning. Students in Year 3 to 6 have individually leased netbooks they make use of, or use netbooks from a shared bank within the Learning Team. All staff make use of the interactive television for teaching and learning purposes. Teachers across F-6 use ICT for the purposes of teaching, learning and assessment.

E5 Planning Model – How We Use ICT

Ratified by School Council May 2020

Review date May 2022



The e⁵ Instructional Model was launched in 2009. Developed and tested over 18 months, it is a reference point for schools to develop a deeper understanding of what constitutes high quality teacher practice in the classroom. We have used this model to give examples of how planning would incorporate the use of the ICT in the classroom.

Engage

Utilise ICT at the introduction of each topic to engage students in subject area. Examples would include:

- Immediate access to the internet and access to record wonderings digitally
- Interactive learning games and programs (Mathletics, Reading Eggs)
- Digital Brainstorming Maps
- Digital Stories
- Internet based research
- Directed online media such as Google video and teacher tube etc.
- FUSE activities

Explore

Use eLearning activities to foster students' exploration of set topics. This includes developing their own lines of questioning and supporting this through clear documentation using ICT tools such as:

- Individual mind maps
- Online Timelines
- Web quests
- Using the internet and encyclopaedia software for research

Explain

Use of Netbooks for students to present their gained knowledge using a variety of engaging and innovative methods. These could include:

- Creating a Video
- Podcasts
- Digital Presentations and work processing
- Digital Portfolio documenting learning
- Contribution to online class discussion using online learning spaces
- Creating stop motion animation about a story
- Recording and editing photographs, sound or video

Elaborate

Use of ICT to generate new forms of communication between both students, staff and peers. This may include:

- Use of the class Online Learning Spaces
- Documentation of learning
- Use of online space to provide feedback
- Collaborating online with students locally, interstate or overseas, where appropriate

Evaluate

Develop methods of reflection for all students to record their own progress and identify strengths, areas for improvement, and future learning goals, that are supported by access to ICT. This may include:

- Online Assessment tools such as Mathletics, Reading Eggs, Essential Assessment and other online tools which gives the student immediate feedback
- Development and completion of Personal Learning Rubrics
- Use of journals as a form of peer assessment and digital record keeping including work samples.

Adapted from the Netbook Trial, DET and LHC

iPads and netbooks are charged each night and locked up securely. The maintenance of the ICT in the school is supported by our technician and DET support technician.

!:1 Netbook Program at Findon Primary School

See Appendix A

Safe and appropriate use of digital technologies

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

We:

- are an esmart accredited school with zero tolerance to bullying, including online bullying, with all community members encouraged to report bullying
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learner 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 our Netbook Presentation evening and Respectful Relationships learning
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy and the privacy of others online
- have an Acceptable Use Agreement (Appendix B) explicitly outlining the expectations of students when using digital technology at school, which is signed by students and parents/caregivers
- have a Breach of ICT Acceptable Use Contract (Appendix C) for students who breach the Acceptable Use Agreement and process for tracking breaches, with families and the school working together to manage ICT breaches
- 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 and a tiered access to administration in relation to ICT. Parents should be aware that the nature of the internet means full protection from inappropriate content can never be guaranteed
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through updates in our newsletter

Distribution of digital devices to students at school will only be permitted where students and their parents/caregivers 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 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 Findon Primary School's *Statement of Values, Student Wellbeing, Engagement and Inclusion* policy, and *Bullying Prevention* policy. Using the internet at school is a privilege, not a right, for staff and students.

When a student acts in breach of the behaviour standards of our school community, Findon PS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*. Staff dealing with potential breaches will act immediately in line with our Breach of Contract Agreement.

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 internet access privileges
- confiscation of device
- other consequences as outlined in the school's *Breach of Contract Document*

ICT Security

Information and Communication Technology (ICT) Security is fundamental to maintaining the integrity of computer security at Findon Primary School. Outlined are best practices and procedures for day to day security operations.

We aim to increase understanding of security requirements when using the DET computer facilities and services, including leased netbooks, as computer networks are intrinsically vulnerable to a spectrum of unprecedented threats. We aim to minimise the range of ICT threats and reduce the risks to which Findon Primary School is exposed and increase levels of:

Confidentiality - protecting sensitive information from unauthorised disclosure; Integrity - safeguarding the accuracy and ownership of information and computer software; Consistency - have agreed upon expectations of safe use of the internet; Availability - ensuring that information and vital services are available to users when required and show respect for other ICT users.

Loss

Loss of confidentiality, integrity and availability of information can occur for a number of reasons:

- Hardware and equipment failure, its storage devices, or the network
- Software errors
- Accidents, errors, or omissions by anyone using computers, or the information they process
- Intentional acts, such as fraud, theft, sabotage and misuse of information by suppliers, or curious or malicious hackers
- Environmental hazards, such as fire, storm, dust.

School responsibilities:

- To ensure policies are consistent with and up to date with DET security policies.
- Programs and procedures are put in place to prevent the introduction of viruses and malicious software.
- Information on our Network and shared drives is password protected.
- The allocation of privileges on our network is controlled. There are several tiers of privilege rights, for all users, including students, parents/caregivers and staff. Staff have additional rights to access more content that can be used as a teaching tool, for example YouTube.

Individual Responsibilities:

- All users have a responsibility for information security. These responsibilities are described and documented in policies, procedures and job descriptions.
- All users have a unique identifying code to access the network.
- All users have a responsibility to prevent unauthorised access. Staff are password protected to ensure unattended equipment is safeguarded.
- All users must run DET approved antivirus software and set to automatically update.
- All users are strongly advised to back up their work regularly on the school network in their personal drive or on an external device in accordance with best practice, to ensure against loss or corruption of data. It is the user's responsibility as the school does not accept any responsibility for loss of data.
- Staff are advised to filter content shown to students prior to making it available to them through a projected screen or as part of a learning task. If by chance, unwanted pop up content comes up, screens must be minimised and task aborted as required.
- All users immediately inform the Principal and the IT technician on becoming aware of any loss or compromise of information, or any other incident which has ICT security implications.

- All users keep passwords confidential and change their password periodically (as recommended by DET guidelines).
- Users should never log on using someone else's ID and password.
- It is recommended all users should not allow:
 1. DET computers (including desktops and notebooks) to be connected to open, unencrypted wireless networks at home or in public places.
 2. Use by unauthorised persons.
- All users should be aware that electronic communication is not secure. While every attempt is made to ensure the security of DET ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party.
- Staff, parents/caregivers and students should be familiar with this policy.

EVALUATION:

This policy shall be reviewed as part of the school's two year policy and process review.

REFERENCES:

Bullying Prevention Policy

Personal Mobile Device Policy

Photographing, Filming and Recording Students Policy

Student Wellbeing Engagement and Inclusion Policy

eSmart@ Smart. Safe. Responsible: <https://www.esmart.org.au/esmart-schools/>

Office of the Children's eSafety Commissioner: www.esafety.gov.au

DET Privacy Policy <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Copyright Act 1968

Appendix B

ICT & DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Findon Primary uses digital technology as a teaching and learning tool. Technology, for the purposes of this policy is defined as:

“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.

We see technology as a valuable resource but acknowledge it must be used responsibly. **Each student is required to agree to the terms stated below and without agreement will not be provided access to any computers or the internet at school.** Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. However there is a process in place should something inappropriate occur. The internet provides students with unprecedented opportunities to obtain information and engage in discussion to increase skills, knowledge and abilities.

Student Contract

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Never cyber bully - always support others by being respectful in how I talk with them online and never **participate in online bullying** (this includes forwarding messages and supporting others in hurtful online behaviour).
 - **Talk to my teacher** or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.
- **Keep personal details private - never give other people's personal details**, including full names, telephone numbers, addresses, photos, and passwords and login details.
- **Keep personal details private - never give out my personal details**, including full names, telephone numbers, addresses, photos, and passwords and login details.
 - Talk to a teacher or another adult if **someone asks me to provide information that I know is private**.
- **Seek permission** from individuals involved **prior to taking photos, recording sound or videoing them** (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.
- **Be responsible** wherever and whenever I use technology. This includes **using technology for purposes specified** by my teacher or parent at school and home.
- **Not accessing or sending inappropriate rude or offensive content** (or if you willingly participate by viewing the content of others). This includes but is not limited to online or chain messaging.
- **Block pop ups** - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. but not limited to Skype, MSN).
 - **Respect other students work, equipment and files.**
- Follow copyright laws and website terms at all times, for example **not sharing music or videos or bring illegally downloaded software/media**. Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.
 - **Talk to my teacher or another adult** if I need help online, or not sure what I should be doing.
 - Talk to my teacher or another adult if I **come across a website which is not suitable for school**.
 - Talk to a teacher or another adult if I believe that **someone else is doing something inappropriate** using technology.
- Take **full responsibility for my personal technology** - keep it stored safely in my bag. Findon recommends that precious items are not brought to school.
 - **Hand in all digital phone devices to the office as soon as I get to school in the morning**.
 - Be responsible. **Not use devices to find, create or send information that might be inappropriate or hurtful**.
- Seek adult permission before **uploading media** to websites, blogs or other shared online spaces and only accessing sites recommended for my age.
 - Keep myself safe - I will keep myself safe in the internet by **only communicating with people that I know**.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet and technology at school if I do not act responsibly.

Ratified by School Council May 2020
Review date May 2022

This Acceptable Use Policy also applies to students during school excursions, camps and extra curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and technology at school will be renegotiated if I do not act responsibly.

Student Name: Student Signature: Class..... Date.....

Parent/Guardian Agreement:

I agree to:

- my child using the internet at school.
- my child's first name and initial published on Findon's website or on education websites.
- a photo or video of my child being published on Findon's website or on password protected education websites.
 - my child's work being published on Findon's website or on password protected education websites.
- the school signing my child up to educational websites such as Mathletics, Reading Eggs or Essential Assessments.
- acknowledging that the nature of the internet means that full protection from inappropriate content can never be guaranteed.
- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I will contact the **school or the Office of Children's eSafety Commissioner on 1800 880 176 if something concerns me.**

Parent Name: Parent Signature:
Date.....

Paula Cosgrave
PRINCIPAL

Appendix C

Appendix C- Breach of Acceptable Use Agreement Guidelines.

Area	Tracking Code (Teacher use)	Expected Behaviours	Consequences		
			1st offence	2nd offence	Repeated offence
Cyberbullying	CB1	Never cyber bully - always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).	1 week	2 weeks	1 term
Cyberbullying	CB2	Talk to my teacher or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.	discussion	2 days	1 week
Privacy	P1	Keep personal details private - never give other people's personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	1 week	2 weeks	1 term
Privacy	P2	Keep personal details private - never give out my personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	2 days	1 week	1 term
Privacy	P3	Talk to a teacher or another adult if someone asks me to provide information that I know is private.	discussion	2 days	1 week
Responsible Use	R1	Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	1 week	2 weeks	1 term
Responsible Use	R2	Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.	2 days	1 week	1 term
Responsible Use	R3	Not accessing or sending inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to online or chain messages.	1 week	2 weeks	1 term
Responsible Use	R4	Block pop ups - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. but not limited to Skype & MSN).	2 days	1 week	2 weeks
Responsible Use	R5	Respect other students work , equipment and files.	1 week	2 weeks	1 term
Responsible Use	R6	Follow copyright laws and website terms at all times, for example not sharing music, videos or illegally downloaded software/media.	1 week	2 weeks	1 term

Responsible Use	R7	Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.	1 Week	2 Weeks	1 term
Responsible Use	R8	Talk to my teacher or another adult if I need help online, or not sure what I should be doing.	discussion	2 days	1 week
Responsible Use	R9	Talk to my teacher or another adult if I come across a website which is not suitable for school.	1 day	2 days	1 week
Responsible Use	R10	Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.	1 day	3 days	1 week
Responsible Use	R11	Take full responsibility for my personal technology. Ensure that all digital devices are taken to the office upon arrival at school. Findon recommends that precious items are not brought to school.	discussion	2 days	1 week
Responsible Use	R12	Not let digital devices interrupt my learning. Ensure that all digital devices are taken to the office upon arrival at school.	1 day	call home	1 term
Responsible Use	R13	Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.	1 week	2 weeks	1 term
Online Safety	OS1	Seek adult permission before uploading media to websites, blogs or other shared online spaces and only using sites recommended for my age group.	2 days	1 week	1 term
Online Safety	OS2	Keep myself safe - I will keep myself safe in the internet by only communicating with people that I know.	2 days	1 week	2 weeks

Breach of Findon's ICT Acceptable Use Tracking Documentation

Findon Primary uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Each student has agreed to use the internet responsibly at school, by signing an acceptable use contract. Unfortunately, your child has broken the ICT contract for the reasons marked below.

Name:	Date:
Class:	Year Level:
Details of breach- student comments:	Details of breach- teacher comments:

Consequence in accordance in with breach guidelines:

Area	Expected Behaviours	Breach
Cyberbullying	Never cyber bully - always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).	
Cyberbullying	Talk to my teacher or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.	
Privacy	Keep personal details private - never give other people's personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	
Privacy	Keep personal details private - never give out my personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	
Privacy	Talk to a teacher or another adult if someone asks me to provide information that I know is private.	
Responsible Use	Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	
Responsible Use	Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.	
Responsible Use	Not accessing or sending inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to online or chain messages.	
Responsible Use	Block pop ups - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. but not limited to Skype & MSN).	
Responsible Use	Respect other students work, equipment and files.	
Responsible Use	Follow copyright laws and website terms at all times, for example not sharing music, videos or illegally downloaded software/media.	
Responsible Use	Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.	
Responsible Use	Talk to my teacher or another adult if I need help online, or not sure what I should be doing.	
Responsible Use	Talk to my teacher or another adult if I come across a website which is not suitable for school.	
Responsible Use	Take full responsibility for my personal technology. Ensure that all digital devices are taken to the office upon arrival at school. Findon recommends that precious items are not brought to school.	
Responsible Use	Not let digital devices interrupt my learning. Ensure that all digital devices are taken to the office upon arrival at school.	
Responsible Use	Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.	
Online Safety	Seek adult permission before uploading media to websites, blogs or other shared online spaces and only using sites recommended for my age group.	
Online Safety	Keep myself safe - I will keep myself safe in the internet by only communicating with people that I know.	

Please send this letter back to school signed to acknowledge you've seen it and discussed it with your child.

Classroom Teacher

eLearning Leading Teacher

Principal

Student Signature	Date:
Parent Signature (I have seen and discussed this with my child)	Date: