



## **Digital Technologies (Internet, Social Media and Digital Devices)**

### **PURPOSE**

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

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (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 Oberon 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**

Oberon 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.

Oberon 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 Oberon 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 Oberon, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including ESmart.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- 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.

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 a classroom teacher or staff member 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 Oberon's *Statement of Values, Student Engagement and Inclusion* policy, and *Anti-Bullying* 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), Oberon 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 deemed necessary

## REVIEW CYCLE

This policy will be reviewed as part of the school's two-year review cycle.

This policy was ratified by the Oberon Primary School Council on 06/09/2019  
Next review date: August 2021

## Parent/Guardian Agreement

### Advice for Parents

Please keep this as a resource to use at home in a family environment.

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm or hurt those involved.

At home we recommend you:

- Make some time to sit with your child to find out how they are using the Internet.
- Ask your child to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc.
- Use parental control apps on your phone or devices to monitor or limit screen time for your child e.g. Norton Family, Parental Control App.
- Always get your child to set their profile to 'Private' if they use social networking sites
- See if your child in control of who can contact them and access their information?
- See who your child plays online games with or against and who they are contacting
- Have the computer with internet access set up in a shared place in the house - not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of devices.
- Ask questions when your child shows you what they are doing: How does it work, how do you set it up, can you block people, are the settings private?
- Find out who your child knows online and do they know each other in the real world?
- Minimise any risks or dangers in your child's online activity - what would you say to warn/inform a younger child who was going to start to using a site or application?
- Ask your child what they are doing to protect themselves or their friends from potential dangers?
- Ask your child when they would inform an adult about an online incident or something they've see or heard that is inappropriate.
- Find out if certain sites have a recommended age or sign in agreement? E.g. 13 and over.



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## Parent/Guardian Agreement

I have read the Oberon Primary School ICT Acceptable Use Guidelines document.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment/software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Guidelines - WILL result in my child forfeiting their privilege to be part of the Oberon Primary School Electronic Network.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptable Use Agreement

### Oberon Primary School Digital Technology Acceptable User Agreement: Prep – 4

If you use the Oberon Primary School computers or devices then you must agree to these rules:

- I will ask the teacher first before using the school computers or iPad.
- I will not give my private passwords or user names out to other students.
- I will only use my user name and password when signing into an account.
- I will tell the teacher if I think someone else is using my sign in account.
- I will tell the teacher if I see anything that makes me feel uncomfortable on a computer or device.
- I will only use the internet if I have asked the teacher or been given permission.
- I will not give out my personal information without checking with the teacher first.
- When I am using a desktop or device, the screen will be in clear view for my teacher.
- I will treat computer equipment and any device with total care and safety.
- Food and drink are not allowed when using a computer or device.
- I will not change the settings on any device, unless I have been asked to.
- I will not use the school computers to be mean, rude or unkind about other people.
- I will not use a device during wet weather timetable unless my teacher gives me special permission.
- I can only take a device out of the classroom if I have checked with my teacher first.

#### I understand that:

- If I use a computer, a device, the internet or an account in a way that I shouldn't, I might be banned, and my parents notified.

Name ..... Signed .....

## Oberon Primary School Digital Technology Acceptable User Agreement: Grades 5 and 6

*If you use the Oberon Primary School computers or the online services of the Department of Education and Training (DET) you must agree to the following rules:*

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers and devices.
- I will not let anybody else know my private passwords.
- I will not let others use my online account unless it is with the teacher's permission.
- I will not access other people's online or school network accounts.
- I know that I am responsible for anything that happens when my online or network account is used.
- I will tell my teacher if I think someone is using my sign in account.
- I know that the school and DET may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite and carefully written.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will note/mention where it comes from.
- If I see any information on the computer or device that makes me feel uncomfortable, I will tell my teacher immediately.
- I will not reveal personal information about myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or networks of the school, DET or any other organisation.
- I will take care when using a computer or device and will not change any settings without teacher permission.
- I will only download or upload material to the school network and the Internet with permission of a teacher.

- I will not illegally copy software or knowingly spread computer viruses.
- I will not try and access social networking or online gaming sites at school without teacher permission.
- I will treat computer equipment and any device with total care and safety.
- Food and drink are not allowed when using a computer or device.
- When I am using a desktop or device, the screen will be in clear view for my teacher.
- I will not use the school computers to be mean, rude or unkind about other people.
- I will not use a device during wet weather timetable unless my teacher gives me special permission.
- I can only take a device out of the classroom if I have checked with my teacher first.

I understand that:

- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in DET and Oberon Primary School's policy, resulting in parents being notified; and
- I may be held legally responsible and police may be contacted for offences committed using online services and the DET network;

Name ..... Signed .....