Montmorency South Primary School

Together We Learn, Lead and Achieve

Digital Technologies
(Internet, Social Media and Digital Device)

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 laptops, tablets, iTVs)

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 Montmorency South 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
Montmorency South 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.

Montmorency South 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.

iPads at Montmorency South Primary School
Montmorency South Primary School provides the Prep to 2 classrooms with a set of 6 iPads for use. The Year 3 students are supplied with a school purchased iPad for their use during the school year and the Year 4 – 6 students have BYOD. These iPads, and their application features, are managed by the ICT Coordinator, in liaison with the ICT technician.

Safe and appropriate use of digital technologies
Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Montmorency South 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 Montmorency South Primary School, we:
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred

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- 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 Personal Development and Digital Technologies curriculum.
- 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 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 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 the 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 Montmorency South Primary School's *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), Montmorency South 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 Behaviour Management, *Student Wellbeing and Engagement* and *Bullying Prevention* policies.
- students to work within a secure cloud account with Office products,
- the ability to communicate within class groups,
- a platform within which students can complete and submit work.

The school will use SeeSaw as its digital portfolio platform. SeeSaw is a secure online learning journal on which children post work samples, photos and movies of them undertaking learning activities. Parents can only access their own child's SeeSaw posts however, as learning is often done collaboratively, posts may include photos and movies of students working with other students. Images and movies featuring other children **MUST NOT** be downloaded from SeeSaw and uploaded to social media or other websites by children or parents without first gaining the permission of the other child's or children's parent/s. **This must be done through the school.**

Any parent or student who fails to comply with this will be investigated by the principal and risk having all access to their child's SeeSaw account suspended.

Cyber-smart advice suggests it is not safe for parents or students to post photos of any child wearing school uniform or any form of identifying characteristic onto social media.

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Acceptable Use Agreement:

Internet & Technology Acceptable Use Agreement 2022 Years P-3

Montmorency South Primary School uses the internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

This agreement will be discussed as part of the classroom program by your child's teacher.

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

- be a safe and responsible user whenever and wherever I use technology
- support others by being respectful in how I talk to and work with them, and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others
- follow age appropriate recommendations for online sites. Refrain from registering for any online sites or downloading apps that are age or otherwise prohibited e.g. Facebook (13+), Instagram (13+), Snapchat (13+), TikTok (13+) as these sites/apps may put me at risk.
- have my parents enable Parental Controls on my iPad (https://support.apple.com/en-au/HT201304)

When at school I agree to:

- use the internet at school to help me to learn
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- only use websites as directed by my teacher
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
  - o I need help online
  - o I am not sure what I should be doing on the internet
  - o I come across sites which are not suitable for our school
  - o someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - o I feel that the welfare of other students at the school is being threatened by online activities
- only take photos and record or video when it is part of a class or lesson
- seek permission from individuals PRIOR to taking photos, recording sound or videoing them (including teachers)
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful in the photos I take or video I capture and never use these as a tool for bullying

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

To be completed by Parent/Guardian of children in Years P – 3 (2022)
This document should be read and discussed prior to signing then returned to the class teacher.
I agree to allow my child to use the internet at school. I have discussed the responsible use of the Internet and related technologies with him/her as outlined above.
I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name:...............................…………………………………………….. Grade: ……………

Parent/Guardian Signature: ....………… Student Signature: ………………….……………………..

Internet & Technology Acceptable Use Agreement
2022 Years 4 - 6

Montmorency South Primary School uses the internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and digital technologies responsibly at school.

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

- be a safe and responsible user whenever and wherever I use technology
- support others by being respectful in how I talk to and work with them, and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others
- follow age appropriate recommendations for online sites. Refrain from registering for any online sites or downloading apps that are age or otherwise prohibited e.g. Facebook (13+), Instagram (13+), Snapchat (13+), TikTok (13+) as these sites/apps may put me at risk.
- have my parents enable **Parental Controls** on my iPad (https://support.apple.com/en-au/HT201304)

When at school I agree to:

- use the internet at school to help me to learn
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- only use websites and apps as directed by my teacher
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened by online activities
- only take photos and record or video when it is part of a class or lesson
- seek permission from individuals PRIOR to taking photos, recording sound or videoing them (including teachers)
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- abide by the guidelines and conditions in the One to One iPad program guidelines
- not use FaceTime and iMessage during school hours (parents are to contact the school to pass on messages)
- turn off notifications (excluding Calendar) in my iPad settings

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school, use my iPad or the school's technologies if I do not act responsibly.

To be completed by Parent/Guardian of children in Years 4 – 6 (2022)

This document should be read and discussed prior to signing then returned to the class teacher.

I agree to allow my child to use the internet at school. I have discussed the responsible use of the Internet and related technologies with him/her as outlined above.

I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name: ....…………………………………… Grade: ……….……

Parent/Guardian Signature: …………………………………….…… Student Signature: ………………………………