



DIGITAL TECHNOLOGIES POLICY **(Internet, social media and digital devices)** **2020**

PURPOSE

To ensure that all students and members of Clifton Hill Primary School (CHPS) 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 1-to-1 Bring Your Own Device (BYOD) program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, and 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 CHPS

Staff use of technology is governed by the Department's *Acceptable Use Policy for ICT Systems*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as including 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 CHPS

We understand 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.

CHPS 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.

iPads at CHPS

Students in grades P-2 access iPads provided as class sets by the school. Our Bring Your Own Device (BYOD) program involves all students from grades 3-6 and utilises Apple iPads supplied by families or the school.



1:1 iPads : The BYOD program at a glance

- Each student will have access to an iPad designated for learning tasks by their teacher (including for specialist classes)
- Protocols will be in place that support the iPad as a learning tool for research, creation and presentation (not a game console)
- The iPad will be required at school each day for access at school
- Safe storage and charging are offered at school (protocols allow students to stow iPads into class trolleys on arrival before school or to keep them at school for extended periods)
- CHPS will provide required educational Apps for student iPads, delivered remotely via a secure portal
- Parents/carers can access and view the list of provided apps at any time by viewing their child's iPad and accessing the "Self Service" app which hosts the school provided Apps
- Technical specifications and model details are provided to parents/carers in the year prior to students entering the BYOD program.

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

CHPS has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At CHPS, 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 CHPS, 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 promote 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 and Wellbeing* policy that outlines our School's values and expected student behaviour, including online behaviours
- have a *Student Safe and Responsible Digital Technology Use Agreement (Appendix A)* 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, and removing offensive content at the earliest opportunity
- utilise demerit point systems to promote positive online behaviour



- 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
- set up de-identified email accounts for students using the student's Department generated username
- refer suspected illegal online acts to the relevant law enforcement authority for investigation, notifying parents as appropriate
- 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 *Student Safe and Responsible Digital Technology 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 member of the Leadership Team 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 our values of *Kindness & Empathy, Gratitude, Inclusiveness & Critical and Creative Thinking*. Behaviours must also align with our *Student Engagement and Wellbeing* 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), CHPS 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
- removal of device
- Other consequences as outlined in the school's *Student Engagement and Wellbeing Prevention* policies.

REVIEW CYCLE

This policy was last updated on March 27 2020 and is scheduled for review in March 2022.



APPENDIX A:

CHPS Acceptable Use of Digital Technologies 2020

Clifton Hill Primary School (CHPS) 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.

At CHPS 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 CHPS we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate our students about digital 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;
 - See: [Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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, notifying parents as appropriate;
- Support parents and carers 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 and Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(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)
(<https://www.esafety.gov.au/education-resources/iparent>)



Student declaration

When I use digital technology I agree to:

- be a safe and responsible user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that anything I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, birthdays and images
- use the internet for educational purposes only and use the equipment responsibly
- use social networking sites for educational purposes and only as directed by teachers
- ask permission from the website creator to use images, text, audio and video
- reference sites if I use information that has been posted on the internet by others
- think critically about other users' intellectual property and how I use content posted on the internet, and not simply copy and paste information from websites
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not deliberately enter or remain in any site that has obscene language or offensive content
- not use software from home in school without teacher permission and supervision eg games
- follow school guidelines and procedures when preparing materials for publication on the web.

This Acceptable Use Agreement also applies 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 mobile technology at school will be renegotiated if I do not act responsibly.

I have read with my parents/carers the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name _____ Year Level _____

Student Signature _____

Parent signature _____

Date / /

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>



Parent/carer acknowledgement of student safe and responsible digital technology use agreement

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
- internet, intranet
- video and photo sharing
- blogs
- forums, discussion boards and groups
- wikis
- video and audio podcasts
- video conferences and web conferences.

I have read the Clifton Hill Primary School Acceptable Use of Digital Technologies Agreement, and 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 any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked from my child.

I give permission for my child to participate in the school's supervised use of the online Google Apps for Education service (detailed on following pages). Names will be used by Google to generate accounts and add profiles, and the data stored overseas.

Student Name _____ Year Level _____

Parent/Carer Signature

Date / /

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>



G Suite For Education

INFORMATION PACK FOR PARENTS/CARERS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.



What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.



Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.



When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:

- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

<https://edu.google.com/k-12-solutions/g->



What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), students' schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Students' data is stored in data centres located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.



How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

Please note that Google will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

✓ Example information students can safely put online

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✗ Example information students should always be cautious of putting online

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

