



## *Teesdale Primary School Policy*

### DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA and DIGITAL DEVICES) POLICY

( June 2022)

#### **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.
- 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

#### **Scope**

This policy applies to all students at Teesdale 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**

Teesdale Primary School, an E-Smart 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 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.

Teesdale 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 interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best.



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### **iPads at Teesdale Primary School**

Years 3-6 classes at Teesdale Primary School are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased iPad with them to school each day. Teesdale Primary School has special arrangements with JB Hi-Fi, a local computer store that offers discounted prices for the purchase of iPads for Teesdale Primary School students.

Students are required to have their own iPad that must:

- Meet the minimum technical specifications:

Form Factor Type	6th Generation iPad (2018) or newer iPad Air 2 Gen 2 (2018) or newer with Wifi iPad mini 4 or newer with Wifi (all non jailbroken)
Operation System	This needs to be the proprietary Apple iOS operation system

- have access to the following apps: Garage Band, iMovie, Blockly, Kahoot, Pic Collage, Popplet lite, QR Reader, Find my iPhone, Google Earth, Google Drive, Google Classroom, Google Docs, Google Sheets, Google Slides.
- be available for use at school each day, fully charged.

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. Teesdale Primary School is in no way responsible for any repairs to your iPad. Teesdale Primary School is in no way responsible for any insurances. Teesdale Primary School is in no way responsible for warranty claims.

Teesdale Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned (use during school hours) to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact The BYOD Program Coordinator at Teesdale Primary School, 5281 5218.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Teesdale Primary School, we are committed to educating all students to be safe, responsible and



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discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Teesdale Primary School all students participate in weekly Digital Technology lessons as well as incidental use of devices at other times of the school week.

During these lessons, teachers will teach and promote that at Teesdale primary School 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 Digital Technology lessons.
- 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
- 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.

At the beginning of each school year, all students are allocated a Google Drive password. This allows access to the Google App Suite. Students must use the password that is allocated, as it is stored by the BYOD Coordinator and Google Administrator. 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 BYOD Program Coordinator 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.



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### Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Teesdale 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), Teesdale 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
- Loss of use of device for a specific period time
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### REVIEW CYCLE

This policy was created in June 2022 and is scheduled for review in June 2024.

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement of Electronic Devices

Central to the core values of the school is the challenge we set to be innovative and inspiring in our search for excellence in curriculum, teaching, learning, performance and relationships, which produces engaged and lifelong learners capable of shaping our future.

#### Definition

The *Acceptable Use Agreement* applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Email and instant messaging
- Internet, Google Docs
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Video and podcasts
- Video-conferences and web-conferences.

This *Acceptable Use Agreement* applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

#### Student Declaration

Digital Technologies including iPads are the property of Teesdale Primary School – Do not take them for granted or use them for personal use.

When I use digital technologies at Teesdale Primary School, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner
- never writing or participating in online bullying (*for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours*)
- protecting my privacy; **not** giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- investigating the terms and conditions (e.g. age restrictions, parental consent requirements) If my understanding is unclear I will seek further explanation from a trusted adult
- handling ICT devices with care and notifying a teacher if it is damaged or requires attention



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- Abiding by copyright regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- not interfering with any device or it's security settings, the data of another user or attempting to log into Google docs and or other programs with a user name or password of another student
- Not bringing to school or downloading unauthorised programs, including games, movies and music etc.
- keeping the device on silent during class times;
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson

### ***Please respect school property and do not:***

- Take photos without a teacher's permission.
- Add or delete apps.
- Make changes to settings without a teacher's permission.
- Deliberately damage an iPad due to misuse or lack of care.
- Communicate via the iPad in a hurtful, unsafe way.
- Inappropriately use of the iPad such as accessing games or other apps off task.  
(Apps used in free time are to be determined by the teacher)

### **Consequences**

Any breach of these basic requirements could result in:

- Costs involved in repair/replacement being payable by you.
- Your Google Drive account being suspended.
- The removal of iPad / digital technologies privileges.
- Other disciplinary action as determined by the Principal.

### **Parent Advice**

#### **Please keep this as a resource to use at home.**

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 being used as a social space to meet, play and chat. The internet can be lots of fun.

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 are present online. These are not 'virtual' issues. They are real and can be hard, and hurt.

- Make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities.
- Ask them to give you a tour of their space if they are using a site which allows them to chat, publish photos, play games etc.
- Always get them to set their space to 'Private' if they use a social networking site like Kik, Instagram or Facebook. This way they are in control of who can contact them and access their information). The age restriction for Facebook, Instagram, Snapchat and many other social media platforms is 13+ years.
- 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 mobile phones.
- Ask questions when your child shows you what they are doing



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- How does it work? How do you set it up?
- Can you block out people? How is that done
- Who else is sharing this space or game?
- Did you know them before, or 'meet' them online, and what do you know about them?
- Why is this so enjoyable? What makes it fun?
- Can you see any risks or dangers in the activities? What would you say to warn/inform a younger child who was going to start using the space?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you inform an adult about an incident that has happened online that concerns you?

This informal type of questioning can provide you with both a great way for you the parent and your child to interact and communicate and also a way you can learn the ins and outs of the internet with your child as your teacher.

**Parent /Guardian Self-evaluation**



**How Cyber smart are you?**

	Frequently	Sometimes	Not really
I monitor and supervise my child’s computer use.			
I am familiar and confident with computers.			
I set clear rules and guidelines for my child to use computers.			
I talk to my child about computer use and potential dangers and pitfalls.			
I know how to manage the parental settings in browsers and on computers.			
I keep informed about online and cyber safety issues.			
I talk to my kids about computer and internet use. I know what they are doing on computers and online.			
I know about the government’s Cyber smart & Staysmartonline websites.			
I expect my kids to use computers and internet in an area where I can see what they are doing.			
I have told my child never to respond to messages or emails from people they do not know			
I have told my child not to give any personal details, such as phone numbers, address, and passwords online.			
I have told my children what they should do if they see language, pictures or other inappropriate things online.			
I have my own Facebook and other accounts so I can monitor my child’s online activities.			

Most ticks in:

**‘Frequently’**: Congratulations! You are definitely in the online loop.

**‘Sometimes’**: Good effort! It’s not easy to keep up with things, but you are getting there.

**‘Not really’**: Tonight is your first step towards becoming more aware of some of the risks and better managing your child’s computer use.

For further support with online issues students can call Kids Helpline on **1800 55 1800**.

Parents/carers call Parent line **132289**







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### **Teesdale Primary School** **Student Licence Agreement**

**Student declaration:** When I use digital technologies, I agree to be a safe, responsible and ethical user at all times. Teesdale Primary School is within its rights to withdraw the use of technology from any student, particularly after a serious offense or repeated offences. What is not completed at school because of the removal of iPads/Technology must be made up at home and documented.

-----**Student Licence Agreement**-----

By using the School Network and Services you agree to accept the terms and conditions outlined in the agreement.

- I agree to be a polite, safe and responsible user of the digital technologies at Teesdale Primary School according to the *Acceptable Use Agreement*.
- I know that I am still learning to use digital technologies safely and responsibly.
- I will ask a trusted adult for help whenever I am unsure or feel unsafe.
- I understand that there are actions and consequences established within the school's *Acceptable use Agreement* if I do not behave appropriately.

By ticking the above boxes, I/we agree to the terms of this agreement for the duration of his / her schooling at this school. (This agreement must be returned in term 1 2014)

**FAMILY NAME:** \_\_\_\_\_

Name of students at Teesdale Primary School:

**Student:** \_\_\_\_\_      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_      **Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

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

**Principal:** \_\_\_\_\_      **Signature:** \_\_\_\_\_