POLICY TITLE: Digital Technologies

DATE RATIFIED: February 2019

REVIEW DATE: February 2021

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing

RATIONALE

Digital Technologies, including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Essendon North Primary School is committed to ensuring that students
• become confident and creative developers of digital solutions through the application of information systems
• develop problem solving skills through specific ways of thinking
• know how to use digital technologies appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others to participate effectively in society.

Definitions
Digital Technologies includes, but is not limited to:
• Computer systems and applications such as email, and the internet
• Networks
• Electronic storage devices
• Mobile devices such as mobile phones, tablet devices and PDAs
• Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
• Imaging tools such as video, still or web cameras and related software
• Audio tools such as audio recording devices, mp3 players and related software
• Fax, copying machines, 2D and 3D printers.

IMPLEMENTATION
1. Staff use of Essendon North Primary School's devices and/or network to access the internet or any other Digital Technologies application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time.

3.2 Essendon North Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET's policy on Using Digital Technologies to Support Learning and Teaching.

3.3 Student use of the Essendon North Primary School's devices and/or network to access the internet or any other Digital Technologies application is governed by the appropriate year level Acceptable

Use Agreement. Students will be made aware of behaviour which is not acceptable when using Digital Technologies and the school's Student Engagement and Wellbeing and the various Child Safety Policies will apply to breaches of expected behaviours – see "Consequences" below.

3.4 Cyberbullying and using Digital Technologies for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using Digital Technologies to harass, threaten or intimidate etc) will not be tolerated by Essendon North Primary School and consequences will apply to students in accordance with Student Engagement and Wellbeing and the various Child Safety Policies.

3.5 Staff and student personal Digital Technologies devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

3.6 Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the appropriate year level Acceptable Use Agreement

3.7 The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy).

3.8 Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

3.9 Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act)and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act see appropriate year level Acceptable Use Agreement, Digital Media Consent Forms.

3.10 Essendon North Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
• a clear explanation of the film or photo process
• proper information about the project, including the message, the medium and the audience
• all proposed and foreseeable uses of the material, including secondary uses
• the impacts of the material being disseminated
• timeframes
• any relevant intellectual property matters
• that the person can choose not to be photographed or filmed.

Responsibilities and Consequences

The use of the Essendon North Primary School's Digital Technologies resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's Digital Technologies resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:
• Student Engagement and Wellbeing policy
• Year Level Acceptable Use Agreements

4.1 Responsibilities

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration 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.

4.2 Consequences of Improper Use

Consistent with the Student Code of Conduct, breaches of the Acceptable Use Policy by students and staff can result in several consequences depending on the severity of the breach and the context of the situation.

For Students;
• removal of network access privileges
• removal of email privileges
• removal of internet access privileges
• removal of printing privileges
• other consequences as outlined in the Elsternwick Primary School Student Wellbeing and Engagement policy.

For Staff:
Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information -
http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx
Use of DIGITAL TECHNOLOGIES to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and DIGITAL TECHNOLOGIES.

5. Links

School Policy and Advisory Guide Links
• DET Using Technology to Support Teaching
• DET Schools and Cybersafety
• DET Acceptable Use Agreements and Consent
• DET Duty of Care and Supervision
• DET Using Social Media
• DET Students Using Mobile Phones
• DET Photographing and Filming Students
• Other school policies which relate to this policy are: Elsternwick Primary School's
• Student Engagement and Wellbeing policy
• Year Level Acceptable Use Agreements
• Child Safety policy

• Child Safety Code of Conduct policy

• Media Privacy policy

6. Review
This policy will be reviewed every two years.

EVALUATION

DOCUMENT HISTORY

Version	Effective Date	Owner	Description of change
1	Feb 2019	Scott Mullen	New

* *Information on revisions and new versions to be added to the top of the table, therefore the most recent is always on top.*

ENPS Digital Citizenship Essential Agreement - Students & Parents/ Carers

Responsibilities of Students
As a Digital Citizen at ENPS, I will follow these Essential Agreements:

Be Respectful
- Be respectful of the property of others
- Use equipment as directed
- Follow teacher instructions in regards to appropriate use
- Respect others right to privacy therefore it is not acceptable to take or publish images or videos of other students or to post information about others
- Think before you post things online

Be Responsible
- Ensure the device is charged and ready for a full day
- Never leave a device unattended or take it outside, unless told to by a teacher
- Store technology safely at school and when taking it to and from school
- Know which websites and Apps you can and can not use at school and only use appropriate websites and Apps at school

Be Safe
- Only access websites and Apps that have a positive impact on learning
- Communicate responsibly and respectfully online
- Use the digital device in a way that is safe for self and others
- Tell a teacher or adult if you feel uncomfortable or unsafe online
- Only chat to people you know in real life in an online space
- Backup data and install the Base Apps

Be a Role Model
- Keep food and drink away from devices
- Report any damage or misuse
- Never put personal details including your name, address, birthday online
- Do the right thing when visiting websites and if you see something inappropriate report it straight away
- Show cyber safe behaviors

Responsibilities of Parents/ Carers

As a Parent/ Carer of a Digital Citizen of ENPS, I will support my child to follow the Essential Agreements.

I understand the following recommendations can support safe digital usage at home:
- Using mobile technology devices in a central, communal place in the house - not a private space like a bedroom.
- Spending time with your child asking them to show you the spaces they use online. Make this a regular, ongoing conversation.
- Discussing strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space immediately may be some first steps your child could take.
- Setting time limits around iPad and/or other technology device usage.
- Establishing agreed levels of personal information your child can share online. It is important private information such as their name, address, date of birth and images are kept private.
- Encouraging your child to think before they post information online. They should be aware that once information is posted online, it can be difficult to remove it.
- Reinforcing 'stranger danger' messages and encourage your child to question whom they trust online, as there is a real chance that people may not be who they say they are. At times this can be difficult, as the concept of friends online can include people your child does not actually know but may feel that they know after chatting with them over some time.
- Reminding your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder. Apps like iPassword can help students manage multiple passwords.
- Making sure your child's online profile is set to private so that their personal information is kept secret. Please note most social media sites have a minimum sign up age of 13.
- Regulating/ monitoring group texting/ messaging as this can lead to inappropriate communication.
- Trying not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.

What if students do not follow the agreement at school?

If students do not follow the agreement, classroom teachers will use the following steps as consequences:
- 1st breach - Access to technology is removed for the learning session
- 2nd breach - Access to technology is removed for the day. Parent is contacted by classroom teacher.
- 3rd breach - Access to technology is removed for the school week -iPad not to be brought to school. Parent is contacted by classroom teacher and meeting set up with Assistant Principal to discuss technology use in the classroom.

In the case of serious misuse such as involvement with cyber bullying at school, damage to other students iPads and similar incidents the classroom teacher and school administration will deal with these on a case by case basis.
……

DIGITAL CITIZENSHIP AGREEMENT

Please sign and return this agreement to your Home Group teacher.

I agree to follow and uphold the principles of the Digital Citizenship Policy and Essential Agreements:

Student's Name: _____

Home Group: _____

Signature of Student:_____

Name of Parent/ Carer: _____

Signature of Parent/ Carer:_____

Date:_____

At   Essendon North Primary School 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 our School 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 *(Digital Citizenship)*
- Educate out 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
    (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;
- Support parents and care-givers 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 & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules
    (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)

Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel*.)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

My ideas on safe and responsible behaviour

When I use digital technologies **I communicate respectfully.** This means I:

(write or draw...)

When I use digital technologies I **protect personal information.** This means I:

(write or draw...)

When I use digital technologies I **respect myself and others.** This means I:

Global learners and leaders, exceeding expectations.

Student agreement/licence

Student agreement/licence

_____

(principal or teacher)

acknowledges the commitment of
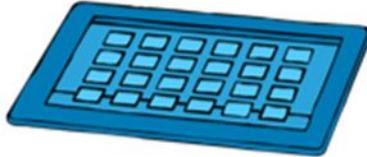
_____

(student)

**to being a polite, safe, responsible and ethical user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's signature   Teacher/Principal's signature

Date

_____

1-to-1 devices - considerations for inclusion

Ownership and insurance

Damage or loss of equipment

User responsibilities

Use at home/ School support

Software / App updates and processes

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. The Department has a range of resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy. For more information, access:

Planning for 1-to-1 Learning DigiPub - This publication provides advice on what schools need to consider when making informed decisions about 1-to-1 program (see: http://www.digipubs.vic.edu.au/pubs/planning-for-1-to-1/planning-for-1-to-1-overview)

Here are three Victorian School examples.

Milgate Primary School
http://www.milgateps.vic.edu.au/app/webroot/uploaded_files/media/11_ipad_program_accepable_use_policy.pdf
Emerald Secondary
https://www.emeraldsc.vic.edu.au/site/assets/files/7062/1to1_handbook_2017.pdf
Warrenwood Primary School
http://www.warranwood.vic.edu.au/uploaded_files/media/aua_for_ipad_program.pdf
This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student

name:

Student signature:

School contact name for support and /or agreement :

School contact

no.:

Parent/Guardian

Name:

Parent/Guardian   Signature:
                                                             Date: