Ringwood Heights Primary School

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 Ringwood Heights 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

Ringwood Heights Primary 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.

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.

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Ringwood Heights 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 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Ringwood Heights 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. Our consistent and shared language about the SAFE and RESPECTFUL use of technology, as well as everyone having the RIGHT TO LEARN, reflects our approach to student wellbeing, engagement and behaviour management.

At Ringwood Heights 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 being an eSmart school and integrating Digital learning into curriculum program (e.g., as part of "Learning to Learn inquiry units)
- 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 *Acceptable Use Agreement* which outlines our School's expectations of technology use, including online behaviours
- 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 updates in our newsletter and annual information sheets.

Use of technology will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. Our Acceptable Use Agreement is updated annually with consideration given to context, stakeholder feedback and relevant student voice.

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 supervising teacher, 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 Ringwood Heights Primary School's *Student Engagement and Wellbeing (and Inclusion)* 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), Ringwood Heights 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:

- consequences depending on the context, as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies and Acceptable Use Agreement.

REVIEW CYCLE

This policy was last updated July 2022 and is scheduled for review in August 2024

Ringwood Heights Primary School

Acceptable Use Agreement 2022

Cybersafety is an important issue for all students. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or applications.

https://www.esafety.gov.au/

Part A: School profile statement

Ringwood Heights Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. **We request that parents/guardians work with us and encourage this behaviour at home.**

At Ringwood Heights Primary School we:

• support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment,

• have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour,

• educate our students to be safe and responsible users of digital technologies,

• raise our students' awareness of issues such as online privacy and intellectual property including copyright,

• supervise students when using digital technologies for educational purposes,

• provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed,

• respond to issues or incidents that have the potential to impact on the wellbeing of students,

• know that some online activities are illegal and as such we are required to report this to the police,

• support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child, and

• provide parents/guardians with a copy of this agreement.

At RHPS we are committed to using Digital Technologies with a collaborative and creative focus. We endeavour to use high quality online materials, applications and services, some of which have servers that are outside of Australia. For example, students in the senior school use Google Docs and Gmail to research and create information products for their inquiry units.

Part B: Safe and responsible behaviour

When I use digital technologies I:

• **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
This means:

✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying.

✓ reporting disrespectful communication that I see (messages, posts). This can include leaving someone out to make them feel bad.

✓ not copying someone else's work or ideas from the internet and presenting them as my own. I will cite sources as needed.

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

✓ protecting my friends' information in the same way.

✓ protecting my password and not sharing it with others.

✓ only joining a space online with my parent or teacher's guidance and permission.

✓ never answering questions online that ask for my personal information.

• **look after myself and others** by thinking about what I share online.
This means:

✓ never sharing my friends' full names, birthdays, school name and logo, addresses and phone numbers because this is their personal information.

✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help.

✓ speaking to a trusted adult if someone is unkind to me.

✓ speaking to a trusted adult if I know someone else is upset or scared.

✓ stopping to think about what I post or share online.

✓ using spaces or sites that are right for my age.

✓ not deliberately searching for something rude or violent.

✓ either turn off the screen or use the back button if I see something I do not like and telling a trusted adult.

✓ not using actions online to be mean to others.

✓ challenging disrespectful or inappropriate communication or behaviour by telling a trusted adult

✓ being careful with the equipment I use.

Part C: Student and Parent declaration - *Return this section to school.*

I understand the internet is a public place and to stay safe online I need to use it responsibly. **I understand that this contract is relevant to <u>EVERYWHERE</u> I use the internet** (at school, home, my friend's house, tablets/phones/game consoles, etc).

I understand that I am part of a community at Ringwood Heights and that I have a responsibility to promote a positive learning environment where I support my peers both online and when I am with them.

I understand I will respect other students' opinions and ideas.

I understand that my school Google Apps for Education account and email address is for school related activities only (schoolwork and homework).

I understand that I will protect the private information of everyone at Ringwood Heights and not share this information with anyone online.

I understand that if I do not behave in the ways listed above, I will have my school internet and email privileges suspended and the Principal and my parents will be informed.

I have read the Acceptable Use Agreement and agree to the conditions contained therein.

Student Signature: _____

Student Name (print)_____

Parent Signature _____

Parent Name (print) _____

Date: _____

Teacher signature: _____

Date: _____

N.B. Acceptable Use Agreements are signed annually, and this Agreement will remain valid until March of the following year.