DIGITAL TECHNOLOGIES POLICY
(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 and digital devices (including computers, laptops, iPads)

(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 Welshpool & District PS.

Staff use of technology is governed by the Department's *Acceptable Use Policy,* in addition to the whole of DET requirements under the *Acceptable Use.*

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

Welshpool & District 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.

Welshpool & District 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 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

Welshpool & District 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 Welshpool & District 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 the eSmart Program
- 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.

Use of school owned devices by students 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 their 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 Welshpool & District 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), Welshpool & District 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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on October 2023 and is scheduled for review in October 2025.

Welshpool and District Primary School believes teaching cybersafe and responsible online behaviour is essential in the lives of students. The school also believes that it is best taught in partnership between home and school.

21st century students spend increasing amounts of time online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

School Support for the Safe and Responsible Online Behaviour

Welshpool and District 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.

The Acceptable Use Agreement for both students and parents is attached to this letter. The **parent agreement must be signed each year** to comply with DEECD guidelines.

Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Welshpool and District Primary School we:
• have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
• provide a filtered internet service
• provide supervision and direction in online activities and when using digital technologies for learning
• support students in developing digital literacy skills
• have a cybersafety program which is reinforced across the school
• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
• provide support to parents/carers through information evenings and through the document attached to this agreement for parent reference at home.
• work with students to outline and reinforce expected online behaviours.

If you have any concerns about the Acceptable Use Agreements or ideas for making them better, please contact the school.

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Acceptable Use Agreement for Internet and Digital Technologies

When I, _____, use the School computers, portable devices and Internet, I have responsibilities and rules to follow.

I agree to:
General Use of ICT
- ☐ Ask before using any technology equipment in the classroom.
- ☐ Use all equipment properly
- ☐ Let other people use equipment properly
- ☐ Only go to my own folders of work unless a teacher tells me something different.
- ☐ Never delete any folders or files, even my own.
- ☐ Only use music in the School's music folder when needed. I will not bring or download music onto the school computers or portable devices
- ☐ Not bring or download any programs onto the school computers, or portable devices.

Use of the Internet
- ☐ Only use my first name and never tell anyone my last name, address, phone number, birthday or photographs
- ☐ Keep my password a secret and not ask anyone to tell me their password.
- ☐ Only use my own usernames and passwords.
- ☐ Be respectful in how I talk to and work with others online.
- ☐ Not go looking for rude or offensive sites.
- ☐ Use the Internet at school to help me to learn.
- ☐ Use social networking sites (class blogs etc) for my learning and only when told by teachers.
- ☐ Ask before I take a photo or film someone and only when it is part of a lesson.
- ☐ 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

I agree to follow these rules. I understand that I may not be able to use the computers or access the Internet at school if I break these rules.
Student Name: _____ Student Signature: _____ Date: _____

3 – 6 Student Agreement 2023

Acceptable Use Agreement for Internet and Digital Technologies

When I, _____, use the School computers, portable devices and Internet, I have responsibilities and rules to follow.

I agree to:

☐ Ask permission before using any technology equipment in the classroom.

☐ Use all equipment properly and not interfere with the work of another student.

☐ Access only my own folders of work unless otherwise directed by the teacher.

☐ Check with a teacher before deleting any files or folders, even my own.

☐ Access music through the School's music folder when needed. I will not bring or download music onto the school computers or portable devices.

☐ Not bring or download unauthorised programs, including games, to the school or run them on school computers or portable devices.

Use of the Internet

☐ Keep myself and my friends safe online by not giving out personal details including full names, telephone numbers, addresses or photographs.

☐ Keep my password secret and not ask anyone to tell me their password.

☐ Only use my own usernames and passwords.

☐ Be respectful in how I talk to and work with others online.

☐ Not go looking for rude or offensive sites.

☐ Use the Internet at school to help me to learn.

☐ Only use the Internet for 'fun' or free time sites with teacher permission.

☐ 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).

☐ Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post leaves my digital footprint.

☐ Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

☐ Use social networking sites (class blogs, Skooville etc) for educational purposes and only as directed by teachers.

☐ Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers) and only when it is part of a lesson. The footage will only be used for lesson purposes and will not be uploaded anywhere without written permission from the subject.

☐ 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

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

Student Name: _____ Student Signature: _____ Date: _____

Parent Agreement 2023

Parent Acceptable Use Agreement for Internet and Digital Technologies & Photographing of Students

While engaging in the many wonderful educational experiences provided at Welshpool and District Primary School photographs and video footage may be taken and used for educational activities within the classrooms.

Increasingly, we have the opportunity for students to showcase the exciting things they are doing and achievements being made in newspapers, our school newsletter, school website and school Facebook Page. This provides a wider audience for our children to celebrate their success and share their educational journey. Before their photo/names can be used for these purposes we do need to have your consent. Please initial the boxes below indicating whether you give permission for your child to be included in photos and video footage published in the **school newsletter, newspapers, Compass, class blogs, school website, School Facebook Page and in collaborative projects with other schools.**

I give permission for my child/children to: (Please initial all that are approved.)

	Have named work samples and photographs posted online on the school website.
	Have named work samples and photographs posted on the school Facebook Page.
	Appear in photos in WDPS newsletters *(Please note that Newsletters are published on the School Website and Facebook Pages.)*
	Participate in collaborative projects with other schools, nationally and internationally
	Use an email account set up by the school
	Watch P.G rated movies with teacher supervision that link to the curriculum
	Appear in photos in local newspapers with first name attached
	Appear in other local media sources *(e.g. local television news broadcasts)*
	Have attendance data and relevant Medical Information and Alerts recorded on Compass
	Have named work sample, photographs and videos posted on Compass
	Use Compass as part of educational activities

DEECD guidelines now require us to get permission at the beginning of each school year.

I have read and discussed Welshpool and District Primary School's Acceptable Use Agreement carefully with my child/children.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I 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 there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

Parent/Carers Name:

_____

Name/s of child/children:_____ 2023 Grade: _____

_____2023 Grade: _____

_____ 2023 Grade: _____

Parent/Carer Signature: _____ Date: _____

☐ Please send me a copy of this agreement home for my records.