

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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
- 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 Hastings Primary School

Staff use of technology is governed by the Department's *Acceptable Use Policy* and Hastings Primary school Acceptable use of ICT contract

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

Hastings 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.

Hastings 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 Hastings 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 Hastings 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 eSmart
- 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 the 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.

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 classroom teacher, 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Hastings 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), Hastings 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on 04/ 2021 and is scheduled for review in 04/2023.



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Hastings Primary School **Acceptable Use of ICT Contract**

All students and parents are asked to read and sign this user agreement and return it to school as an indication of your intention to use the Internet/ICT at Hastings P.S.

- I will not engage in any behaviour that encourages any form of cyber bullying or harassment.
- I will report any inappropriate use of equipment, software or the Internet immediately.
- I will behave appropriately and responsibly and treat all ICT equipment with care including computers, data projectors, cameras, flip cameras, headphones, printers, scanners, interactive whiteboards, ipads etc.
- When using the Internet I will not seek, download or print any material not appropriate to the topic of study.
- I will not disclose my password, whole name, address or fill in any forms that require personal information.
- I will only use software and hardware assigned by teachers and will not load or use outside software on school computers.
- Smart phones and smart devices are not to be brought to school unless a formal arrangement is made with the class teacher.
- No responsibility is taken by the staff and school council for the loss or damage of Smart phones or Smart devices brought to school.

I understand and accept that failure to honour any of the above in any way will mean a loss of access to the school facilities and could include passing on information to authorities and incur costs of repairs and/or replacement of affected equipment.



Hastings Primary School Notification of a breach of Acceptable Use of ICT Contract

Student Name: _____

Date: _____

To promote responsible ICT use, students and parents signed an 'Acceptable Use of ICT Contract'. The contract stated guidelines outlining the acceptable use of ICT resources and equipment:

- I will not engage in any behaviour that encourages any form of cyber bullying or harassment.
- I will report any inappropriate use of equipment, software or the Internet immediately.
- I will behave appropriately and responsibly and treat all ICT equipment with care including computers, data projectors, cameras, flip cameras, headphones, printers, scanners, interactive whiteboards, ipads etc.
- When using the Internet I will not seek, download or print any material not appropriate to the topic of study.
- I will not disclose my password, whole name, address or fill in any forms that require personal information.
- I will only use software and hardware assigned by teachers and will not load or use outside software on school computers.
- Smart phones and smart devices and are not to be brought to school unless a formal arrangement is made with the class teacher.

_____ **has breached the guideline/s for acceptable ICT use as indicated above. As a consequence of this breach:**

- A warning has been issued.**
- Access to ICT equipment and resources has been withdrawn.**
- The incident will be managed in accordance with the school's Student Code of Conduct.**

Please sign and return the slip below to confirm receipt of this notification.
Please contact the school should you require any further information.

We confirm that we have received a 'Notification of a breach of Acceptable Use of ICT Contract.' We understand and accept that continued failure to observe any of the guidelines will result in cancellation of user privileges and a loss of access to ICT facilities.

STUDENT (print name) _____

CLASS _____

SIGNATURE _____

DATE / /

PARENT / GUARDIAN (print name) _____

SIGNATURE _____

DATE / /



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ICT DECLARATION

We understand that the school's ICT equipment and software will be used for educational purposes only. My child is authorised to utilise only appropriate software and hardware for school studies. Failure to observe the policy guidelines will result in cancellation of user privileges.

STUDENT (print name) _____

SIGNATURE _____ CLASS _____ DATE / /

PARENT / GUARDIAN (print name) _____

SIGNATURE _____ DATE / /