

# Mildura South Primary School



## Digital Devices, Social Media, Internet Use Policy

### 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 [including our 1-to-1 personal device program]
- (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 Mildura South 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

Mildura South Primary School is an eSmart school.

Mildura South 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 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.

Mildura South 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.

### Digital Devices at Mildura South Primary School

All digital devices used are owned by Mildura South Primary School.

All files stored on these devices, or on the school server, are not private.

All settings are set by Mildura South Primary School and must not be changed. (For example: backgrounds, icons, screen settings, mouse settings)

If a device is damaged and the damage is not covered by warranty or school insurance, families may need to cover costs of repair or replacement of the device.

Student devices brought from home are to be handed in to the office or class teacher. This includes smart watches that have the capacity to message. These can be collected at the end of the day. This also includes students on work experience from secondary schools.

### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mildura South 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 Mildura South 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 Skooville and eSafety.
- 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 (Palo Alto Firewall)
- 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 their classroom teacher and as appropriate, our digital technology technicians, Mr Siladi or Mr Quinlivan.

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 Mildura South Primary School's *Statement of Values and Student Wellbeing and Engagement* 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), Mildura South 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 Policy*.

## DET RESOURCES

<https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx>

## REVIEW PERIOD

- **CUSTODIAN: PRINCIPAL CLASS**
- AMENDMENTS MADE BY CUSTODIANS ONLY.
- ALL AMENDMENTS TO BE PASSED BY SCHOOL COUNCIL.
- ALL STAFF TO BE ADVISED OF POLICY AMENDMENTS.

REVISION	REVIEW DATE	REVIEWER (TITLE)	AMENDMENTS YES/NO	PASSED BY SCHOOL COUNCIL YES/NO	COMMENTS
A	16.10.2019	ASSISTANT PRINCIPAL	NO	YES	NEW POLICY ADAPTED FROM DET EXEMPLAR POLICY
B	16.3.2020	ASSISTANT PRINCIPAL	YES		STUDENT HOME DEVICES

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

#### *Safe and Responsible Behaviour*

When I use digital technologies and the internet I **will**:

- make sure that what I write or post is polite and respectful
- not send mean or bullying messages or pass them on to others
- protect my passwords and don't share them with anyone
- only join online spaces with my teacher's permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself (full name, photo, birthday, address and phone number is not to be shared online.)
- protect my friends' information in the same way
- use online spaces or sites that are appropriate for my age and if I am not sure I will ask a teacher for help
- not search for something rude or violent
- speak to a teacher if I see something that makes me or someone else feel upset or worried
- tell my teacher if I have received any emails from unknown senders
- tell my teacher if my computer has a virus

#### *User Responsibilities*

When using technology I will:

- update my device regularly (windows settings and virus scanner)
- only open and use programs as directed by my teacher
- sit where a teacher can see my screen (not with my back against a wall)
- not download or install new programs, music, graphics or other items onto a device
- only use websites that have been allowed by the school
- use my own username and password to access my computer and my programs
- have permission from my teacher to listen to music online
- only take photos or videos on a device with teacher permission
- ask my teacher for help if there is a problem with a device. (I need a teacher's permission to see our computer technician).
- ask my teacher when I need to print

## *Caring for Devices*

*I will care for school devices by:*

- carrying the device safely in the classroom (not carry a netbook by the screen)
- carry the device in a case when moving around the school
- packing away and plugging in the device I have used
- using my netbook on a desk or stable surface
- not eating or drinking near devices
- closing the netbook lid carefully and putting devices down gently
- using the keyboard gently and safely
- not leaving any device on the floor

## *Devices and Equipment*

- All technology devices used are owned by Mildura South Primary School.
- All files stored on these devices, or on the school's server, are not private.
- All settings are set by Mildura South Primary School and must not be changed in any way. (For example: backgrounds, icons, screen settings, mouse settings)
- If a device is damaged and the damage is not covered by warranty or the school's insurance, I may need to pay the costs of repairing the damage or the costs of replacing the device.

## *Acknowledgment*

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned IT devices (e.g. desktops, laptops, printers, scanners, Ipads, robotic devices)
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube, Vimeo)
- blogs or micro-blogs (e.g. Twitter, Kidblog)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- podcasts
- video conferences and web conferences.

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

## Signature

I understand that any devices I use may be regularly checked for my safety.

I understand that files stored on devices at school are not private.

This agreement has been shared and discussed in my classroom with my teacher.

I have shared and discussed this agreement with my parents/carers.

I will be a safe, responsible user of digital technologies. I will care for all school devices I use.

## Parents/Carers

I have read the acceptable use agreement with my child. I understand that my child needs to comply with the terms of acceptable use as set out within this Agreement.

I understand that there are actions and consequences established within the school's Code of Conduct and Code of Behaviour if my child does not behave appropriately.

Student name: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)