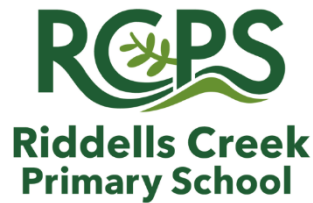


# DIGITAL TECHNOLOGIES

## (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 including our Bring Your Own Device (BYOD) 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
- (e) our school prioritises the safety of students whilst they are using digital technologies

### SCOPE

This policy applies to all students at Riddells Creek Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

### 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**

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Riddells Creek 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.

Riddells Creek 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 adults.

### **Devices at Riddells Creek Primary School**

Our school operates a Bring Your Own Device (BYOD) program in years 3-6, which means students must bring their own purchased device with them to school each day.

Students are required to have their own device that must:

- be brought to school in a protective case
- be fully charged prior to coming to school
- have access to teacher recommended apps
- not have cellular/mobile or external access to the Internet. While at school, students must only access the Internet through the School's network system.
- meet the technical needs of our curriculum and infrastructure.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Riddells Creek Primary School has in place arrangements to support families who may have philosophical or financial reasons for their children not to have a personal device. Students will have access to devices for schoolwork during school time via our Chromebooks and limited class iPads.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact James Fedoruk on 5428 7277.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Riddells Creek 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 Riddells Creek Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred

- use digital technologies in the classroom for specific purpose 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 use of the e-safety commissioner resources via [esafety.gov.au](http://esafety.gov.au)
- 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 and Wellbeing* 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.

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 or the principal, 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.

### **Social media use**

Riddells Creek Primary School follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent and all parents are required to sign a media permission form at the beginning of each school year.

Riddells Creek Primary School uses Instagram and Facebook as a marketing tool and Seesaw to showcase student learning, where parents can provide appropriate feedback and comments.

In accordance with the Department’s policy on social media, staff will not ‘friend’ or ‘follow’ a student on a personal social media account, or accept a ‘friend’ request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is ‘following’ them on a personal social media account, Department policy requires the staff member to ask the student to ‘unfollow’ them, and to notify the school and/or parent or carer if the student does not do so.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Riddells Creek 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), Riddells Creek 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.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2022
Approved by	Principal and School Council Sally Curmi & Kristin Barton
Next scheduled review date	October 2024

### **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

[RCPS Acceptable Use Agreement.doc](#)

#### **Acceptable Use Agreement**

Riddells Creek Primary School uses the DET recommended Acceptable Use Agreement (AUA) created by Bully Stoppers and tailored toward Primary School students. It is available on our website and at the office.

The AUA for Primary Schools includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance.

The AUA will be signed by students and parents at the meet and greet evening in Term 1 and then signed off by the principal. Any student who does not have a fully complete AUA cannot access the internet and use their device or a school device at school.

## Riddells Creek Primary School



### BYOD

## Acceptable Use Agreement

### Device General Use

- Students are responsible for all information and content on the device, which should adhere to this Acceptable Use Agreement guidelines for ICT (signed at the start of each year).
- Students must save their own photo on the lock screen of their Device for easy identification.
- The Device should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.
- The Device must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- Devices may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the device at any time. Staff will make daily random checks on selected devices.
- The device must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- The school recommends that when using the Device at home it is used in a family or common area and not in the bedroom

- Please note that mobile phones are not permitted to be used whilst at school and students are not permitted to use their 3G / 4G / 5G functions on devices. This must be turned off before school starts and they are required to be connected to the school network.
- We ask family members to refrain from messaging students during the school day. As per our policy, please contact the school office if you need a message passed to your child. Students can become distracted and distressed depending on the nature of the message and this can impact on the wider classroom.

## iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement
- By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- We have found that having a separate iTunes account for your child is preferable than using an existing, and therefore shared account when using iPads.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- The school would highly recommend that a parent be listed as an email contact for the iTunes

account when software is being purchased (term used for free programs also) so they can track the usage.

- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

## Device Restrictions

We strongly suggest that you look at the restrictions area in the device settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the Senior School age group for the different categories. The passcode should not be known by the student.

## Responsibility for Device

It is the student's individual responsibility to ensure that the device is looked after. Like all personal items brought to school the school has no liability for damage or loss of any personal items brought to school.

## Cloud Storage

It is important to note that we will be using Google Apps for Education as well as some other programs and apps that use cloud based storage in 2020. The Department of Education requires us to notify you that we are doing this, and require permission, as not all cloud storage is based in Australia. Not being based in Australia does not of course mean it is less secure.



### Apple Classroom App

The Classroom app will be used across the school to help monitor the use of these devices across both the classrooms and also the specialist classes. This app will allow staff to monitor student use, help with seeing students' devices at any time whilst at school and to help with work samples and instant feedback.



## BYOD Device Acceptable Use Agreement

### **Student Section**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

With my parents I have read the Riddells Creek Primary School BYOD Device Acceptable Use Agreement (AUA). I agree to follow the rules contained in the agreement.

I understand that failure to follow this AUA may result in me having my Device privileges suspended.

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

Date: \_\_\_\_\_

***Parent/Guardian Section***

I have read the Riddells Creek Primary School BYOD Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this AUA may result in my child having his or her Device privileges suspended.

I understand that some programs use cloud-based storage.

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

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

Date: \_\_\_\_\_

*Teacher use only*

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Device Serial Number