# 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 Clarinda Primary School.

School community use of technology is governed by the Department's *Acceptable Use Policy* and Clarinda Primary School's *ICT and Internet Acceptable Use Agreement.*

## 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

Clarinda 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.

Clarinda 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 Clarinda 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 Clarinda 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
- educate our students to be promote safe, responsible and discerning use of digital technologies
- 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 Wellbeing and 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

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 the classroom 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 Clarinda 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), Clarinda 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 26th October 2020 and is scheduled for review in 2022 or as required

## Clarinda Primary School
## ICT and Internet Acceptable Use Agreement

When I (the student) use digital technologies and the internet, **I communicate respectfully by:**
- always thinking and checking that what I write or post is polite and respectful
- using language that is appropriate at my school
- being kind to my classmates and thinking about how the things I do might make them think or feel
- not sending mean or bullying messages or passing them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
- not bringing or downloading unauthorised programs, including games and apps, to the school or run them on school computers or iPads
- using the Internet at school to help me to learn

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces/sites with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

When I use digital technologies and the internet **I respect myself and others** by thinking about what I share online. This means I:
- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I'm not sure I ask a trusted adult for help
- protect my friends' personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- turn off or close the screen if I see something I don't like and tell an adult
- won't deliberately search for something rude, violent or inappropriate
- am careful with the equipment I use
- do not take photos of others without 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)

I will **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

**Acknowledgment**
This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):
- school owned ICT devices (e.g. laptops, iPads, printers, scanners)

- internet, intranet
- cloud services (e.g. Google drives)
- online digital portfolios (e.g. Dojo)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis (e.g. Wikipedia)
- podcasts
- video conferences and web conferences.

**I acknowledge and agree to follow these rules. I understand that I will not be able to access the Internet for up to four weeks at school if I do not act responsibly and breach the Code of Practice.**

-------------------------------------------------------------------------------------------------------------------

**Clarinda Primary School Computer and Internet Code of Practice** *(sign and return to school)*

**Student Name:**_____     **Grade:**_____

**Student Signature:**_____     **Date: _____**
(Students in Years prep - 6 required to sign)

**Parent Permission**
I agree to allow my child to use digital technologies and the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet and digital technologies with him/her as outlined.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact the school.

Parent/Guardian Signature: _____  Date: _____

*Students will not have access to the internet at school until this document is signed and returned to school.*

# Clarinda Primary School
## Computer and Internet Guidelines for Parents and Students

**Clarinda Primary School** uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly.

Your child has been asked to agree to use the Internet responsibly at school. Parents/Guardians should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.
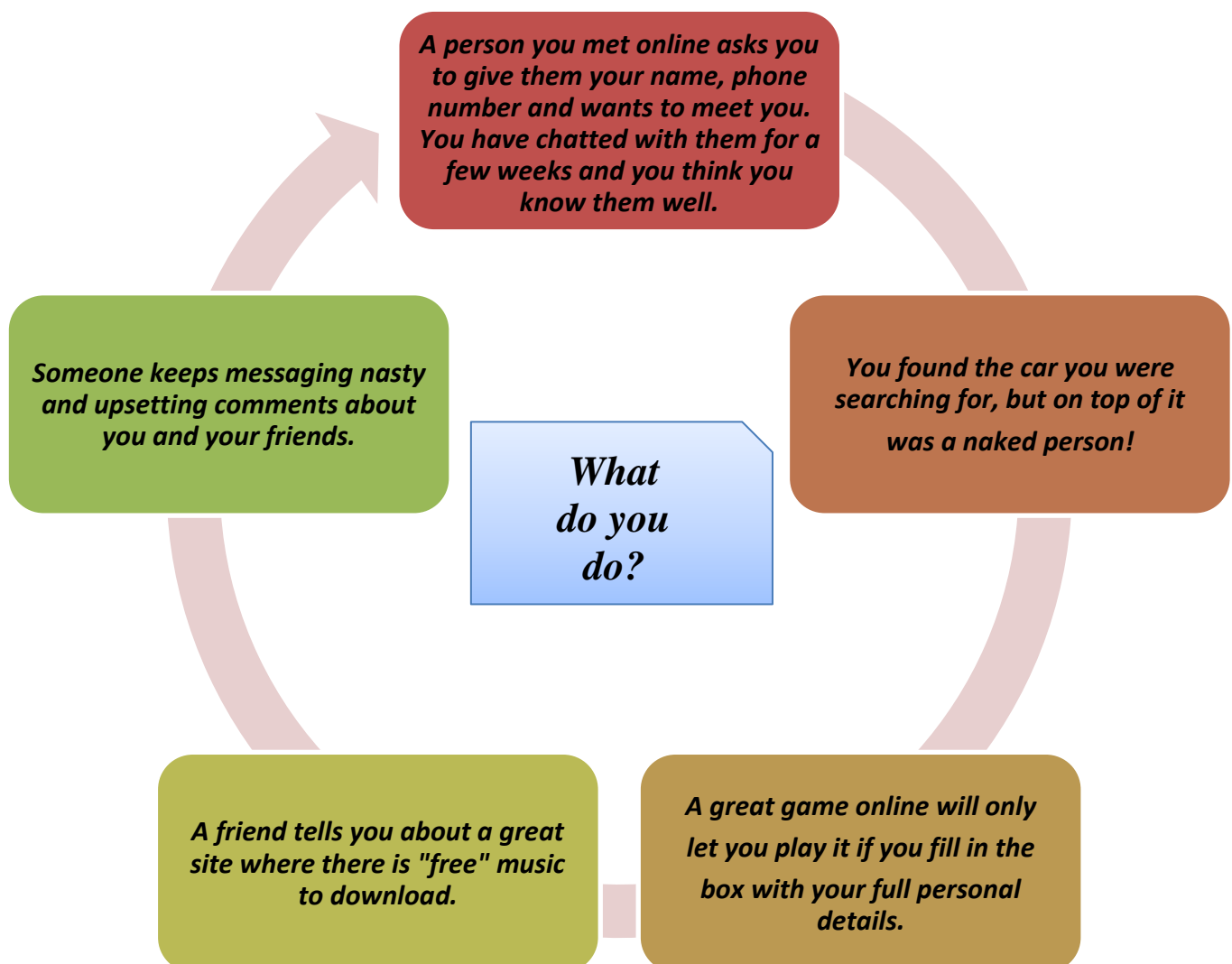
**At Clarinda Primary School we:**
- provide a filtered Internet service
- provide access to the Victorian Education Channel (www.education.vic.gov.au/primary) a search engine that can be used to restrict students to only using websites that have been teacher recommended and reviewed
- provide supervision and direction in Internet activities
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)

Here are some possible scenarios your child might encounter when using the Internet. In order to help your child fully understand their responsibilities online - we ask you to discuss these with your child.

We also recommend that you read and follow the "Bridging the gap between home and school" information to help you understand how your child may be using the Internet at home or sometime in the future.

## Questions for discussion:

*A person you met online asks you to give them your name, phone number and wants to meet you. You have chatted with them for a few weeks and you think you know them well.*

*Someone keeps messaging nasty and upsetting comments about you and your friends.*

*What do you do?*

*You found the car you were searching for, but on top of it was a naked person!*

*A friend tells you about a great site where there is "free" music to download.*

*A great game online will only let you play it if you fill in the box with your full personal details.*

### *For Parents: Bridging the gap between home and school*

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun but it can also be dangerous if you are not careful.
.
If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

### *At home we recommend you:*

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- have the computer with Internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
  - *how do programs work and how do you set them up?*
  - *who else is sharing this space or game - did you know them before or "meet" them online?*
  - *why is this so enjoyable – what makes it fun?*
  - *can you see any risks or dangers in the activity - what would you say to warn/inform your child?*
  - *what are you doing to protect yourself or your friends from these potential dangers?*
  - *when would you inform an adult about an incident that has happened online that concerns you?*
  - *discuss why your child might keep information to themselves.*

### *Statistics show that students will not approach an adult for help because:*

- they might get the blame for any incident
- they don't think adults "get" their online stuff – it is for friends only
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access

## What has your child agreed to and why?

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Instagram, Facebook, Twitter, Tik Tok, blogs etc.

### *We recommend they:*

- don't use their own name, but develop an online name and use avatars
- don't share personal details including images of **themselves or their friends online**
- password protect any spaces or accounts they have and protect that password
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

**Being respectful online and not participating in online bullying**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.

- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults
- online environments can be manipulated by adults wanting to "groom" children without their knowledge

**Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.**

At Clarinda Primary School, we use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred. Students understand digital issues such as intellectual property and copyright and that their online work, or that of their peers, belongs to them.

**Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc. and these put the schools network and student work at risk.

**Not go looking for rude or offensive sites.**

Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be **suspended for up to four weeks.**

### Using the Internet at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

### Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.

By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

### Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the Internet is true, accurate or unbiased.

The school is teaching information literacy skills, which enables students to locate, evaluate the accuracy, and use information effectively on the Internet.

Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework, ask open-ended questions. For example, saying to a student "Tell me about wombats" might encourage him/her to copy and paste facts about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

### 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

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent/guardian when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or Internet Safety in general contact the school.