

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 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, 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 Carlton North Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy* and Carlton North Primary School Guidelines - Expectations for the use of technology.

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

Carlton North 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. We believe that the use of technology as a teaching and learning tool engages students and enhances the quality of learning opportunities. We provide a wide array of learning tools and platforms to meet the specific learning needs and learning style of each individual student. Technology at CNPS supports the provision of a stimulating academic environment and a challenging curriculum that is student-centred.

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.

Carlton North 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.

iPads at Carlton North Primary School

Some classes at Carlton North Primary School are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own device with them to school each day. Carlton North Primary School has special arrangements with Beyond The Box, a local computer store that offers discounted prices for the lease or purchase of iPads for Carlton North Primary School students.

Students are required to have their own iPad that must:

- be brought to school in a protective case with a keyboard
- have at least 32 GB of storage
- be able to update to the latest version of IOS

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

Carlton North Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal on 9347 4822.

Please refer to the related school policies and documents:

- [CNPS Guidelines/Expectation for the Use of Technology](#)
- [Digital Citizenship Digital Citizenship Agreement](#)

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Carlton North 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 Carlton North 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 Respectful Relationships and Cybersafety Information Sessions and lessons.
- 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 a Digital Citizenship 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 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 the 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 Digital Citizenship 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 immediately.

All messages and documents 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 Carlton North 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), Carlton North 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 and approved by the School Council on 7th August and is scheduled for review in 2021.

ANNEXURE A: DIGITAL CITIZEN AGREEMENT

DIGITAL CITIZENSHIP AGREEMENT

Carlton North Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and 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. Some online activities are illegal and as such will be reported to the police.

Digital Devices - Health and Wellbeing (School and Home)

At Carlton North Primary School we explicitly teach physical and psychological wellbeing when using digital devices. Physical safety includes not too much screen to protect your eyes and good posture when using devices. To protect our mental health we acknowledge the importance of a balanced life including mindfulness and physical activity to prevent internet/device addiction.

School support for the safe and responsible use of digital technologies

Carlton North Primary School will use the Internet and digital technologies as teaching and learning tools within student learning. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

At Carlton North 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 filtered Internet service.
- provide access to the Department of Education and Training's search engine Connect www.education.vic.gov.au/primary that can be used to direct students to websites that have been teacher recommended and reviewed.
- provide supervision and direction in online activities and when using digital technologies for learning.
- support students in developing digital literacy skills.
- have a cyber safety program at the school that is reinforced across the school.
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions).
- provide support to parents/carers to understand this agreement (e.g. language support).
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home.
- work with students to outline and reinforce the expected behaviours.

Digital Citizenship Student Agreement P-2

When I use digital technology I agree to:

Look After Me

- I will only go on the computer/iPad when I have permission.
- I will only go to pages I am allowed to go to.
- I will only share pictures and stories about myself when my teacher tells me to.
- I will talk to my parents and teacher about all of my online friends.
- I will tell my teacher or parents if anyone is unkind to me on the computer.

Look After Others

- I will only say nice things about people.
- I will ask before I share a picture or story about a person.
- I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

Look After Property

- I will not download movies, games or music.
- I will check that the information I get on the web is correct.
- I won't leave rude or unkind messages on other people spaces.

This agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Digital Citizenship Agreement

I have read through this agreement with an adult and understand how to be a safe Digital Citizen at Carlton North Primary School. I agree to follow these rules and understand that there are consequences if I do not behave appropriately.

Student's Name: _____ Signature: _____

Parent's Name: _____ Signature: _____

Date: _____

Digital Citizenship Student Agreement 3-6

When I use digital technology I agree to the following guidelines:

Looking After Yourself

- Choosing online names that are suitable and respectful.
- Only invite people you actually know in the real world to be your friends in the online world.
- Only visit sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the web site to your parents or grandparents then it's inappropriate.
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both good and bad experiences. ^[L]_[SEP]

Looking After Others

- Show you care by not flaming (sending hurtful or inflammatory messages) other people or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some web sites are disrespectful because they show people behaving inappropriately or illegally—or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other’s privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures. [L] [SEP]

Looking After Property

- By not stealing other people’s property. It’s easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people’s websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you finds. [L] [SEP]

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others and to act appropriately, and in a moral and ethical manner. [L] [SEP]

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these guidelines will have consequences.

I have read through this agreement with an adult and understand how to be a safe Digital Citizen at Carlton North Primary School. I agree to follow these rules and understand that there are consequences if I do not behave appropriately.

Student’s Name: _____ Signature: _____

Parent’s Name: _____ Signature: _____

Date: _____