



DIGITAL DEVICES

(Internet, Social Media, Devices) POLICY

[Including School Specific Procedures]

PURPOSE

To ensure that all students and members of the Ivanhoe Primary 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 or insert other appropriate programs as relevant to your 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 this 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

This school understands that the 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.

The school believes that the use of digital technologies 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 safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads

In Foundation Year level the school provides iPad for student use on a 1:3 device to student ratio. These devices are for students to use during class time for different learning tasks/activities.

In addition to this bank of iPads, 2 additional banks of iPads are provided for use by students across the school for a range of curricular purposes.

Laptop PCs

In Years 1-6 students have access to laptop PCs. The school provides laptop PC for student use on a 1:2 laptop device to student ratio. These devices are for students to use during class time for different learning tasks/activities.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. 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.

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 [insert details of specific programs]
- 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 & 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 (please refer to Appendix A)
- 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 and signed an 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 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 the school's *Statement of Values, Student Wellbeing & Engagement Policy* and the *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), the 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 & Engagement* and the *Bullying Prevention Policies*.

FURTHER INFORMATION AND RESOURCES

See links below for template Acceptable Use Agreements on the Department's website:

- [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](#)

References:

www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

www.education.vic.gov.au/education/principals/spag/management/Pages/personaldev.aspx

Please refer also to the school's *Personal Devices – Parent Payments & Access Policy*.

REVIEW CYCLE AND EVALUATION

This policy, first developed in this format in February 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET A-Z Index update late January 2019). The template with one terminology addition updated in late August 2019.

A policy relating to the school's use of the internet is mandatory

Consultation Recommended

Please note: if the school operates a one-to-one electronic device program that requires parent payments, School Council approval is required.

If the school does not require parent payments for electronic devices used to deliver the curriculum, School Council approval is not required.

This update was ratified by School Council.....

Appendix A

Student Agreement (To be used as deemed applicable)

2020 Student Cybersafety Agreement

Ivanhoe Primary School

WHY? I agree to use digital technologies as tools to transform my learning safely and securely in an enriching learning environment.

WHAT? We will use digital technologies to:



Communicate
by taking turns to share positive information using digital technologies.



Collaborate
to create information in safe spaces with others online and offline.



Curate
by collecting important information I need with permission.



Create
my own products as part of my digital learning.



Celebrate
my learning and achievements in safe spaces online and offline.

HOW? I will use digital technologies to develop and model:



Confidence
I have the knowledge and skills to be as safe as possible online and seek support from adults I know when I need it.



Independence
I can make sensible choices and be responsible for my thoughts, feelings and actions.



Persistence
I continue to improve my learning online especially when faced with challenging situations.



Resilience
I know I have the ability to move forward positively from setbacks I may experience online.



Respect
I understand and accept other peoples' rights to privacy, learning and safe access to digital resources.



© Ivanhoe Primary School 2020

2020 Student Cybersafety Agreement

Ivanhoe Primary School

AGREEMENT

I have carefully read the *Community Cybersafety Agreement*. I understand the importance of the expectations and agree to follow them. I am aware that any breach of these expectations will result in digital privileges being taken away for a period of time or taken away completely.

Student Full Name: _____






Grade: _____

Teacher Name: _____

For further support with online issues, students can call Kids Helpline on 1800 55 1800

Parents/Guardians can call Parentline on 132 289 or visit <https://www.esafety.gov.au/>

When using Digital Technologies, here are some ways I can demonstrate our school values in a positive way.

 Confidence	
 Independence	
 Persistence	
 Resilience	
 Respect	

I AM CYBERSAFE AND CYBERSMART!



Community Cybersafety Agreement

Ivanhoe Primary School

Cybersafety is an important part of our school community. By the time children arrive at school, many are already online and using digital technologies. We understand the role that digital technologies have on students becoming global citizens and the opportunities it brings to learning.

Part A: School profile statement

The Ivanhoe Primary School community recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential. This is best achieved with a home-school partnership. We expect that all community members work together to encourage this proactive behaviour.

Ivanhoe Primary School uses programs and procedures that support safe and responsible uses of digital technologies. This statement can define our duty of care for students working with digital technologies.

At Ivanhoe Primary School we:

- explicitly educate our students on how to be safe and responsible users of digital technologies;
- support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- support our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
- have co-created team norms and values that clearly state our school's values and the expected standards of student behaviour;
- have a consistent approach to educating students about potential online issues, such as online privacy and intellectual property;
- supervise students when using digital technologies for educational purposes;
- provide a filtered internet service that offers the maximum possible protection;
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the police;
- provide community members with a copy of this agreement.

Part B: Safe and responsible behaviour

WHY?

Our school community must understand the importance of always using digital technologies safely and securely as tools to transform and enrich our learning.

WHAT?

We expect our students and our community to use digital technologies to:

Communicate by taking turns to share positive information using digital technologies ;

Collaborate to create information in safe spaces with others online and offline;

Curate by collecting important information they need with permission;

Create their own products as part of their digital learning;

Celebrate their learning and achievements in safe spaces online and offline.

HOW?

We expect our students and community to use digital technologies to develop and model:

Confidence having the knowledge and skills to be as safe as possible online, and seek support from adults they know when they need it;

Independence to make sensible choices and be responsible for their thoughts, feelings and actions;

Persistence to continue to improve their learning online, especially when faced with challenging situations;

Resilience to know they have the ability to move forward positively from setbacks they may experience online;

Respect to understand and accept other peoples' rights to privacy, learning and safe access to digital resources.



Education
and Training



Community Cybersafety Agreement

Ivanhoe Primary School

Part C: Community Agreement

As an Ivanhoe Primary School community member, I/we will use digital technologies to:



Communicate



Collaborate



Curate



Create



Celebrate

This means when working with my/our child/children, I/we will use digital technologies to develop and model:



Confidence



Independence



Persistence



Resilience



Respect

I have carefully read the *Community Cybersafety Agreement*. I understand the significance of the expectations and support Ivanhoe Primary School's Cybersafety strategy.

Child's Full Name: _____ **Grade:** _____

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____ **Date:** _____

For further support with online issues, students can call Kids Helpline on 1800 55 1800

Parents/Guardians can call Parentline on 132 289 or visit <https://www.esafety.gov.au/>



School Specific Procedures

Rationale

Ivanhoe Primary School is committed to protecting the safety and welfare of students, staff and community. In achieve to do this, there are guidelines for Web publication to ensure the values and privacy of the school community is maintained.

Students

The safety of students is the very core of the school's philosophy. The following guidelines are intended to limit any information that may pose a risk to IPS students being published on the Web.

- No personal information about any student will be published. This includes
 - Surname
 - Age
 - Sex
 - Address
 - Contact details
- Personal details shall be limited to first name only in the event of the following being published:
 - Student work
 - School news involving students
- No pictures of students will be placed anywhere on the site without the specific permission of the parents/carers.
- Future events involving students will not be published in any way, shape or form without password protection. Retrospective dates and locations may be published without password protection.
- Parents/carers will be consulted, and their permission sought regarding information published about their child before it is presented on the web.
- This will take place at the beginning of each school year.

Staff

Our staff members are a valuable part of the school community and as such all efforts will be made to protect their privacy and prevent personal information from being published on the web. Any information regarding a staff member will be published only at the express consent of the individual.

Community

Any information relating to the school community will be published on a 'needs' basis and in close consultation with the affected community member(s). All content will be processed only with the consent of the community member(s) affected and will be in line with any other school policies.