



DIGITAL TECHNOLOGY USAGE POLICY

Last reviewed: June, 2016

Revise: June, 2017

Rationale:

- Digital technologies, including the internet, provide students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and group's world-wide, hence providing an important learning resource.

Aims:

- To improve student learning outcomes through the use of digital technologies.
- To develop student skills to use digital technologies in a discriminating manner.

Implementation:

- An eSmart committee will be responsible for the annual management of policies and procedures. The committee will include Principal, ICT Coordinator and a member of the teaching staff. The committee will review the implementation of the curriculum scope and sequence for the up-coming year. This review will be conducted during Term 4.
- An ICT coordinator will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- Students email access will be through a school mailbox under teacher supervision
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Each semester students in grade 3-6 will complete a short survey on the student's use of digital technologies both at school and at home. The results will be discussed with staff during a staff meeting ensuring they are minuted and actioned before being presented to the students. Incidents of inappropriate use are reported using the schools behaviour management plan and contact initiated with parents. Serious incidents will be managed in accordance with the Student Code of Conduct.
- All students and staff shall be responsible for notifying the coordinator of any inappropriate material, incidents of bullying and cyber bullying or other forms of inappropriate behaviour. Such incidents will be recorded and appropriate action taken in accordance with the Student Code of Conduct.
- Consequences for misusing or publishing, accessing or failing to notify the coordinator of inappropriate material or incidences of cyber bullying shall include the removal of access rights and/or device and may be subject to stronger sanctions in accordance with the Student Code of Conduct.
- An induction package, explaining the schools digital technology usage policy and student user agreement, will be handed to all students and parents at the start of the year. Students and parents are required to read through the document before returning it to school, signed. Staff will be informed in regards to the digital technology policy. More information can be found on the schools website and Facebook page.
- The students are involved in a range of other wellbeing activities including circle time and restorative conversations. The two are combined to build smart and safe technology users by reducing and minimising their risks online. It also gives the students avenues and strategies to deal with unwanted behaviour when working online.
- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to analyse, interpret and evaluate information encountered.
- The school undertakes steps to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

- Signed parent and student consent (see appendix) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- An induction package will be provided to new staff and students from Grades 3-6 to inform them of the schools culture and values towards digital technology use inside and outside the classroom.
- All staff will be informed of the school culture and values, behaviour management plan, acceptable use agreement, consequence of inappropriate use and the eSmart curriculum Scope and sequence.
- Teachers are provided with digital technology professional development within the school and given the opportunity to attend PD externally as opportunities arise. Staff will have the opportunity to provide feedback on the effectiveness of the eSmart policy and procedures annually.
- Bridgewater is an eSmart school and is demonstrating the smart, safe and responsible use of information and communications technology as a cultural norm across the curriculum. The eSmart scope and sequence provides a plan for the material to be covered in a year for a given year level. Acceptable use of ICT and Class ICT rules are taught and reinforced within their class and ICT lessons.
- Parents are surveyed at the start of the year to understand their needs and concerns around the safe use of digital technology. Community specific information on the smart, safe and responsible use of digital technology will be made available via the newsletter, Facebook page and website.

Evaluation:

- This policy will be reviewed annually as part of the school's regular review cycle.



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USER AGREEMENT

When I use digital technology, during any school activity, I have responsibilities and rules to follow. I agree to:

- be a safe user whenever and wherever I use that digital technology.
- be responsible whenever and wherever I use digital technology and support others by being respectful in how I talk to and work with them and never write or participate in cyber bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

During any school activity, I agree to:

- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and I need to ask my teacher / parent to help me get permission if I want to use information or pictures; copy right laws need to be respected.
- think carefully about what I read on the Internet, question whether 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).
- 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
 - 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 wellbeing of other students at the school is being threatened

When I use my mobile phone, iPod or other mobile device, during any school activity, I agree to:

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using my mobile device as a camera I will:

- only take photos and record sound or video when it is part of a class or lesson

- seek permission from individuals PRIOR to using photos, sound recordings or videos involving them, including teachers
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy for Mobile Devices also applies to students 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.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit. 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 either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :.....

Date: