**DIGITAL TECHNOLOGIES POLICY  
(Internet, social media and digital devices)**

**Purpose**

To ensure that all students and members of our school community understand:

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. 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 Mount Dandenong Primary 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**

Mount Dandenong 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.

Mount Dandenong 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.

### **Devices at Mount Dandenong Primary School**

Some lessons in the Senior School (SLU - Yr 5/6) at Mount Dandenong Primary School are delivered with the use of electronic devices (ipad, laptop or tablet only), iPads currently being the preferred device. Students must bring a charged device to school each day to be used during class time for different learning activities in the SLU.

In other classes, students can access school-provided ipads or laptops for a variety of purposes under classroom teacher supervision.

Our school operates a Bring Your Own Device (BYOD) program for our Year 5/6 students, which means these students should bring their own purchased or leased device (iPad, laptop or tablet) with them to school each day. Parents should note that the school does not require all students to bring their own device to school, nor is it necessary to allow your child to bring a device to participate in any unit of work, or to purchase a device in order for your child to progress at school. The decision to take up this opportunity is solely at the parents’ discretion. Children and their families should feel absolutely no pressure to participate.

Students who bring their own iPad must ensure that it:

* be brought to school in a protective case
* have at least 10 GB of storage
* operate on version High Sierra 10.0 or later
* have access to Microsoft Word, Excel and PowerPoint.

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.

Mount Dandenong Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare devices 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 Year 5/6 coordinator.

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

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Mount Dandenong 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 Mount Dandenong 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 e-smart.
* 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 an Acceptable Use Agreement outlining the expectations of students when using digital technology at school, including as part of the BYOD program in the SLU.
* 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 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 Mount Dandenong 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), Mount Dandenong 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.

The School Principal retains the right to be the final arbiter of what is, and is not, appropriate behaviour and content.

Consequences for breach of these guidelines will ultimately be determined by the Principal and may include banning an individual student from using or bringing their mobile device to school. Typical responses to a breach of expectations will be:

* First incident – device in the teacher’s possession for the remainder of the day
* Second incident- device in teacher’s possession for 2 days
* Third incident- removal from the device for a week
* Fourth incident – removal from the device in consultation with the student’s parents or carers

**Review Cycle**

This policy was last updated on 3/9/2019 and is scheduled for review in September 2020.

**ANNEXURE A: Acceptable Use Agreement**

**ICT ACCEPTABLE USE AGREEMENT**

**P-6 School Wide Agreement**

Mount Dandenong Primary School (MDPS) is providing students access to the school’s electronic network. This network includes Education Department Internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations for students’ acceptable use of the MDPS electronic network. Please read thoroughly, sign and return to the school.

**General Unacceptable Behaviour**

* Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
* Students will not knowingly or recklessly post false or defamatory information about a person or organisation.
* Students will not use language that is inappropriate in an educational setting.
* Students will not abuse network resources such as sending chain letters or ‘spamming’.
* Students will not display, access or send offensive messages or pictures.
* Students will respect others when they talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour.

**E-Mail and World Wide Web**

* Students will follow all teacher instructions regarding the use of the internet and email.
* Students will always use the internet and email in a responsible manner. Students will ensure that any email they send does not contain inappropriate content.
* When using the internet, students will only access appropriate information, which is relevant to their work. Students will make no attempt to access inappropriate material.
* Students will not go looking for rude or offensive sites.
* Students will ask their teacher to help them get permission if they want to use information or pictures from the web.
* Students will think carefully about what they read on the internet, question if it is from a reliable source and use the information to help them answer any questions. (They should not copy and paste the information as their answer).
* Students will talk to their teacher or another adult if:

1. They need help online
2. They are not sure what they should be doing on the internet
3. They come across sites which are not suitable for our school
4. Someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
5. They feel that the welfare of other students at the school is being threatened.

* Students agree to use online classroom access and communication tools such as wikis and blogs to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language while using these systems.
* Group pictures without identification of individual students are permitted. Student work may be posted with student first name only.

**Personal Safety**

* Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.
* Students will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable.
* Students will only use their first name on the World Wide Web and email communications. (Students should understand the importance of not including surnames and addresses or giving out personal details.) Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their email.

**Hardware and Devices**

* Students will take great care of all ICT equipment in the school. This includes computers (desktops, laptops) interactive data panels, projectors, digital cameras, iPads, iPods, printers, scanners, microphones and headphones.
* Students will use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

**Software and Network**

* Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school.
* Students will not bring or download unauthorised programs, including games, to the school or run them on school / personal computers.
* Authorised teachers can access files stored on the school network. Routine maintenance and monitoring of the MDPS electronic network will be carried out. Students should not expect that files stored on school servers are private.

**Mobile / Digital Devices**

* Students will only use the device for learning purposes as directed by their teacher.
* Students will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
* When using a mobile device such as a camera, students will:

1. Only take photos and record sound or video when it is part of a class or lesson and you have teacher approval.
2. Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
3. Seek teacher permission before uploading any content to websites (e.g. blogs)

* This Acceptable Use Agreement for mobile devices also applies to students during school excursions, camps and extra-curricula activities.

FAILURE TO ADHERE TO THE ICT ACCEPTABLE USE AGREEMENT **WILL** RESULT IN THE STUDENT FORFEITING THEIR PRIVILEGE TO BE PART OF THE MOUNT DANDENONG PRIMARY SCHOOL ELECTRONIC NETWORK.

**ICT ACCEPTABLE USE AGREEMENT**

***Student Section***

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

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

I have read the Mount Dandenong Primary School ICT Acceptable Use Agreement. I agree to follow the rules contained in the agreement.

I understand that failure to follow this ICT Acceptable Use Agreement WILL result in me forfeiting my privilege to be part of the Mount Dandenong Primary School Electronic Network.

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

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

***Parent/Guardian Section***

I have read the Mount Dandenong Primary School ICT Acceptable Use Agreement.

I give permission for my child to access all components of the school electronic network, which includes Education Department internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment / software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Agreement WILL result in my child forfeiting their privilege to be part of the Mount Dandenong Primary School Electronic Network.

Parent / Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

* [Acceptable Use Agreement for Primary Schools - Template](http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Primary%20Final.docx)
* [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](http://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Secondary%20Final.docx)
* [Further information - Consent, Acceptable Use Agreements and Online Services](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx)