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 and/or for remote learning at home;

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; and

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 Bungaree 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

Bungaree 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.

Bungaree 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.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Bungaree 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 Bungaree 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 cybersafe and eSmart learning;
- 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 and Wellbeing Policy that outlines our school's values and expected student behaviour, including online behaviours;
- have an *Internet Acceptable Use Agreement* (Attachment 1) 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; and
- 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 Internet 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 Principal 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.

When using digital technologies, students are expected to behave in a way that is consistent with Bungaree Primary School's Student Engagement and Wellbeing Policy, and Behaviour Management 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), Bungaree 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; and
- other consequences as outlined in the school's Student Engagement and Wellbeing Policy, and Behaviour Management Policy.

Evaluation

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

Bungaree Primary School

Internet Acceptable Use Agreement

I understand that:

- the Internet and all digital devices to access online content are tools to be used for research and suitable activities judged by the teacher to support learning in the classroom; and

- the Internet and all digital devices to access online content cannot be used during recess, lunch or free time unless agreement has been made with the teacher and is used under supervision.

I agree to:

- use the Internet and all digital devices to access online content in a responsible manner, but if I find myself in unsuitable locations I will immediately click on HOME or turn the monitor off and inform the teacher.

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password;

- be respectful in how I talk to and work with others online and never write or participate in online bullying;

- 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, including games, to the school or run them on school computers;

- not go looking for rude or offensive sites;

- use the Internet at school to help me to learn;

- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures;

- think carefully about what I read on the Internet and all digital devices to access online content, 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); and

- 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; and/or

    I feel that the welfare of other students at the school is being threatened by online activities.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet and all digital devices to access online content at school if I do not act responsibly and abide by this agreement.

Student Agreement

Student Name   …………………………………………………..

Student Signature   …………………………………………………..

Date   ………. / ………. / ……….

Parent/Guardian Agreement

I agree to …………………………………………….. using the Internet and all digital devices to access online content at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Name   …………………………………………………..

Parent/Guardian Signature   …………………………………………………..

Date   ………. / ………. / ……….