



Kalinda Primary School No. 5121

## Digital Technologies Policy

### 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 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 Kalinda 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

Kalinda 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.

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.

Kalinda 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.

### **BYOD iPads at Kalinda Primary School**

Our school operates a Bring Your Own Device (BYOD) iPad program in Grades 5 and 6, which means students must bring their own purchased or leased iPad with them to school each day.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have at least 32 GB of storage

Please note that as 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. Kalinda 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 Assistant Principal.

### **iPads and Chromebooks in Grades Foundation to 4.**

Our school maintains a collection of iPads and Chromebooks for the use of students in years Foundation to 4. These devices are maintained and managed by Kalinda Primary School and teachers provide supervised access to these devices when appropriate teaching opportunities arise. These devices are shared and therefore personal work is not generally stored on these devices.

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Kalinda 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 Kalinda 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 maintaining eSmart accreditation.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- have an Acceptable Use 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 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.

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 Technical Support personnel, the Assistant Principal or 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.

### Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kalinda Primary School's *Values, Student Wellbeing and Engagement* policy, and *Bullying 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), Kalinda 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
- removal of technology for learning privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### REVIEW CYCLE

This policy was last updated on 20/08/2018 and is scheduled for review in August 2020

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

Student Acceptable Use Agreements (as attached) are examined in class and students indicate their own understanding and response to the agreement. These agreements are then taken home for parent discussion and signed agreement. This allows students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice is valued as a way to increase ownership and relevance.

# Acceptable Use of Technology Agreement



## Grades 5 and 6

## 2018

### Respectful

- I will be supportive and respectful of others and their property.
- I will use equipment in a considerate way.
- I will follow teacher instructions in regards to appropriate use.
- I will only take photos and record sound or video for use with school tasks.
- I will be respectful of others and their privacy before taking photos and recording any media types (including teachers). I must seek permission from individuals.
- I will seek appropriate permission to publish or send media to anyone else or to any online space.
- I will respect the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources.
- I will not use the digital identity of another person.
- I will not interfere with network security.
- I will show that I am a responsible Digital Citizen by following the eSmart advice from school.
- I will be aware of what I post, say or put online and think about my digital footprint.

I have read and understood ways in which to be respectful with technology. I will follow these guidelines.

Parent signature	Student signature
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### Safe

- I will use iPads and Chromebooks in a safe, responsible and ethical manner.
- I will tell a teacher or my parents if I feel uncomfortable or unsafe online.
- I will tell a teacher if I see others involved in, or participating in, inappropriate or unsafe behaviour.
- I will communicate respectfully and responsibly online, and only chat to people in an online space, who I know and trust in real life.
- I will protect my privacy rights and those of others by protecting personal details, including name, address and birthday.
- I will never post or forward private information.
- I will only access websites and Apps that have been approved and are appropriate for my school learning program.
- I will only use education networking sites for educational purposes as directed by teachers. I will not share my account names and/or passwords with anyone unless requested by my parents, staff or technicians for servicing/security.
- I will make sure to follow school advice on saving my work and installing apps.

I have read and understood ways in which to be safe with technology. I will follow these guidelines.

Parent signature	Student signature
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### Responsible

- I will look after my iPad and keep it in its case.
- I will show respect for others by caring for Chromebooks and other technology.
- I will be the only one who uses my iPad at school.
- I will bring my fully charged iPad to the beginning of each school day.
- I will store my iPad safely at school and keep it in my bag when taking it to and from school.
- I will not leave my iPad unattended or take it outside unless told by a teacher.
- I will not use my iPad in the playground before or after school. I will only use it at lunchtime or recess if under the direct supervision of a teacher for a special club or program.
- I will be aware of the websites and Apps that I use, and make sure I understand the terms and conditions of these.
- I will report damages or misuse immediately.
- I will keep food and drinks away from my iPad.
- I understand that teachers can check my Kalinda, Google Classroom Drive accounts at any time.
- I will do the right thing when browsing the internet and report anything inappropriate immediately.

I have read and understood ways in which to be responsible with my iPad. I will follow these guidelines.

Parent signature	Student signature
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**Student response (to be completed in class):**

I can make strong choices with technology by : \_\_\_\_\_

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Earning the right to use technology for learning is important to me because:

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# Acceptable Use of Technology Agreement



## Foundation - Grade 4

### 2018

### Respectful

- I will be respectful of others.
- I will be respectful of any technology I am using.
- I will use equipment in a sensible way.
- I will follow teacher instructions about using iPads and Chromebooks.
- I will only take photos and record sound or video for use with school tasks.
- I will ask other people before I take their photo or video.
- I will be honest when I write on online spaces.
- I will show that I am a responsible Digital Citizen.

I have talked about and understood these ways in which to be **respectful** with technology at school. I will follow these guidelines.

Student signature

Parent signature

### Safe

- I will use technology in a safe and responsible manner.
- I will tell a grown up if I feel uncomfortable or unsafe online.
- I will tell a teacher if I think someone else is not being responsible or safe online.
- I will only chat to people in an online space, who I know and trust in real life.
- I will protect my personal details, including name, address and birthday.
- I will never post or forward private information.
- I will only access websites and Apps that a teacher tells me to use.
- I will only use education networking sites that a teacher tells me to use.
- I will not share my account names or passwords with anyone except my parents, teacher and technicians.

I have talked about and understood these ways to be **safe** with technology. I will follow these guidelines.

Parent signature

Student signature

## Responsible

*I can make a strong choice with technology by:*

- I will not leave school technology unattended or take it outside unless told by a teacher.
- I will ask questions if I am not very sure that a website or app is safe.
- I will report damages or misuse immediately.
- I will keep food and drinks away from iPads and Chromebooks.
- I know that my teachers will check my Kalinda account from time to time.
- I will tell a grown up as soon as I am worried about something I see.

- I will use technology to improve my learning and share it with others.

*Using technology for learning is important to me because:*

I have talked about and understood these ways to be **responsible** with school technology. I will follow these guidelines.

Parent signature

Student signature

**Student response (written or drawn, to be completed in class):**