



# MONTROSE PRIMARY SCHOOL DIGITAL TECHNOLOGIES POLICY



## (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### PURPOSE

The Internet, combined with the Montrose Primary School's iPad and Netbook program linked to the school network, offers huge potential benefits for teaching and learning. It offers wonderful learning opportunities for students and teachers to access and contribute to information on the web. We recognise that giving students access to digital technology is essential knowledge for students in the digital age in which we live.

Our aim is to ensure that all students and members of our school community understand:

- (a) Our ongoing commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school (including our commitment to resourcing classroom with devices)
- (b) Our expectations of 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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements

### SCOPE

This policy applies to all students at Montrose Primary School. Staff and student use of technology is governed by the Department's *Acceptable Use Policy*, *Montrose Primary School Acceptable Use Agreement*, *Cyber Safety Policy* and *Permission to Publish Agreement*.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Montrose Primary School's Child safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

### DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## POLICY

### Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Montrose 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.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Montrose Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Montrose 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
- 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 *Cyber Safety Policy and Acceptable Use Agreement* 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 and for school work
- 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 [James Quilty, Digital Technologies Leader and or their 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.

## **Social media use**

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent. Our school has established a Facebook page and Google Sites for students to showcase their artwork, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our art classes. Parents are welcome to contact Glenn Storr if they have any questions or concerns about students participating in this forum.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

## **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Montrose Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, *Cyber Safety* 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), Montrose 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/G-Suite 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 and *Acceptable Use Agreement*.

## **REVIEW CYCLE**

This policy was last updated on 11<sup>th</sup> May 2021 and is scheduled for review in Term 1 2023



## ANNEXURE A: ACCEPTABLE USE AGREEMENT ACCEPTABLE USE OF TECHNOLOGIES AGREEMENT

**PARENTS: After reading this agreement, please complete and return this front page ONLY to school. Retain the Agreement (Pages 2-5) for your information.**

### Student section:

I understand, and agree to follow, the school guidelines for safe and responsible behaviour when using technologies. I understand that I am responsible for my behaviour when communicating with others.

Student 1 Name \_\_\_\_\_

Student 1 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Student 2 Name \_\_\_\_\_

Student 2 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Student 3 Name \_\_\_\_\_

Student 3 Signature \_\_\_\_\_

Year Level \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*[Please add any other children to the back of this page]*

### To the Parent/Caregiver/Legal Guardian:

I have read and discussed the Acceptable Use of Technologies Agreement with my child/ren. I understand that my child needs to comply with the expected behaviours set out within this Agreement, and that there are school-based actions and consequences for inappropriate behaviours.

### I understand that Montrose Primary School will:

- Work to enhance learning through the safe use of technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the internet or on ICT equipment/devices at school or at school-related activities
- Work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Acceptable Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- Respond to any breaches in an appropriate manner
- Welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

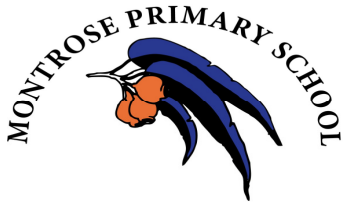
### My responsibilities include:

- Discussing the information about cyber-safety with my child and explaining why it is important
- Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- Contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this acceptable use agreement
- Role modelling safe, smart and responsible use of digital technologies and the internet.
- Not sharing digital content provided by the school in an online medium ie: sharing MPS Facebook posts, sharing or hosting images or footage from whole school events or uploading content provided by the school.

Parent/Guardian Name:

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

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



## CYBER-SAFETY AT MONTROSE PRIMARY SCHOOL

Dear Parent/Carer,

The measures to ensure the cyber-safety of students at our school are based on the core values of the 'You Can Do It' program. The Acceptable Use Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. We use DET guidelines for this Agreement.

### **School profile statement**

At Montrose Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Our computer network, internet access facilities, computers and other Information Communication Technology (ICT) equipment/devices bring great benefits to the teaching and learning programs at Montrose Primary School and to the effective operation of the school. Our ICT equipment is provided for educational purposes, appropriate to this environment, whether it is owned or rented either partially or wholly by the school, and used on or off the site.

### **At our school we:**

- have a Student Engagement policy and Bullying and Harassment Prevention policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behavior
- educate our students to be safe and responsible users of digital technologies
- maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces. These include reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students, including those reported through online services
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child. We provide this Acceptable Use Agreement and current information from both the Department of Education and Training and the Office of the Children's eSafety Commissioner:
  - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>
  - eSafety guide for parents - <https://esafety.gov.au/>
- use online services to communicate between parents/guardians and the school.

Material sent and received using the school network may be monitored and filtering and/or monitoring software will be used to restrict access to certain sites and data, including inappropriate content. We understand that primary school children can accidentally access, share or interact inappropriately and we will work with you and your child to rectify any difficulties as they arise, using the relevant well-being guidelines. Your support is, as always, key to working towards solutions in these challenging situations. In the rare case where a student is suspected of an electronic crime ('e-crime'), this may be reported to the Victoria Police. Where a personal electronic device such as a mobile phone is used to capture images or video of a crime, such as an assault or invasion of privacy, the device will be confiscated and handed to the police.

Thank you for your ongoing support of your child's learning, in particular through these fantastic learning technologies.

Regards,

Kylie Fisher  
Principal

*Privacy:*

*Our school values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic). This law sets out what the school must do when it collects, uses, handles and destroys personal information.*

#### **Important terms:**

**'Cyber-safety'** refers to the safe use of the internet and ICT equipment/devices, including mobile phones.

**'Cyber bullying'** is bullying which uses e-technology as a means of victimising others. It is the use of an internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

**'School ICT'** refers to the school's computer network, internet access facilities, computers, and other Information Communication Technology equipment/devices as outlined below.

**'ICT equipment/devices'** includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

**'Inappropriate material'** means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school environment.

**'E-crime'** occurs when computers or other electronic communication equipment/devices (e.g. Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day or location, at home, at school or in public places.

We expect cyber-safety and invite you to discuss the following agreements with your child to help you and your child stay safe when using Digital Technologies at school or at home.

Whilst this Agreement covers the DET guidelines, and teachers use this Agreement as a basis for discussion in the classroom, they do modify the content of these discussions to ensure it is appropriate to the age of students.



## ACCEPTABLE USE OF TECHNOLOGIES AGREEMENT

### Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- using technology only for positive purposes. I will be a good friend online, ensuring I write polite and respectful posts or messages
- working to stop bullying. I do not send or pass on mean, rude or offensive posts or messages, or use technology to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke
- being compliant with copyright laws. I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. I will not download or share any 'pirated' material (music, movies, documents, images, games etc.)
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator
- not interfering with other people's work, folders or documents, which may result in them being changed, vandalised, lost or deleted.

When I use digital technologies and the internet I **protect personal information** by:

- keeping passwords private, only sharing them with your parents
- asking my teacher's permission before I post any personal information online. Personal information includes any of the following:
  - My full name
  - My address
  - My e-mail address
  - My phone number/s
  - Photos of myself or photos of other people, from whom I have not gained permission – even if I own the photograph or video
  - My school, sports club, any other out-of-school club or teacher's name
  - Any frequently visited locations
- joining online spaces, only with my parents or teacher's guidance and permission
- never answering questions online that ask for my personal information.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure, I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something inappropriate
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

When I use digital technologies and the internet, I **respect all school equipment/devices/infrastructure** by:

- not intentionally disrupting the smooth running of any school ICT systems
- not attempting to gain unauthorised access to any system, including the internet access and filtering software
- following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible
- reporting any breakages/damage to a staff member.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

### **Acknowledgment**

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home. It includes (but is not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- DET online tools including Connect/Fuse, which can be used to direct students to websites that have been teacher recommended and reviewed
- online assessment platforms including ACER and Insight
- social networking sites
- video and photo sharing websites
- blogs or micro-blogs
- forums, discussion boards and groups
- storage services (e.g. Dropbox, Google)
- wikis
- vod and podcasts
- video conferences (e.g. WebEx or Skype) and web conferences
- online services the school uses for communication with parents and/or parent consent (e.g. Website, Sentral, Google Classrooms, school newsletter).