Footscray North
PRIMARY SCHOOL

OUR MISSION at Footscray North Primary School is to graduate empowered students who are high achieving, socially and emotionally intelligent, globally aware and active citizens in the community.

DIGITAL TECHNOLOGIES POLICY
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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
   b. establish an eSmart culture, which is in keeping with the values of the school and to expectations outlined in the schools "Acceptable Use Agreement for the Internet and digital technologies."
   c. Educate Footscray North Primary School students and the wider community to be smart, safe, responsible and ethical users of digital technologies and recognise this is best taught in partnership between home and school.

SCOPE
This policy applies to all students at Footscray North 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

Footscray North Primary school understands that digital technologies including the internet, apps, computers and iPads 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.

Footscray North Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

iPads at Footscray North Primary School

From P – 6 a limited number of iPads are allocated across each year level for use during class time for different learning activities.

In Year 3-6 our school operates a Bring Your Own Device (BYOD) program, which means students can bring their own purchased or leased iPad with them to school each day.

Please note that 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.

IMPLEMENTATION

- Students, parents and staff will be made aware of and use available ICT teaching and learning resources in a safe, appropriate and responsible way, to improve student learning.
- At the beginning of each school year, and at any other time needed, teachers are to familiarise the students will the protocols in place for using digital technologies, including both the safe handling of equipment together with the consequences imposed if incorrect use occurs.
- New students, parents and staff will be provided with information about the school's digital technology ethos through our "Acceptable Use Agreement for the Internet and digital technologies.".
- Parents and students must sign an "Acceptable Use Agreement for the Internet and digital technologies." annually
- Students are expected to adhere to the "Acceptable Use Agreement for the Internet and digital technologies."
- An enlarged copy of the "Acceptable Use Agreement for the Internet and digital technologies" must be displayed where digital technologies are used.
- All staff members are responsible for ensuring that students adhere to the "Acceptable Use Agreement for the Internet and digital technologies.". Any breaches of this agreement will be documented, and appropriate consequences as set out in the agreement will be given.
- In line with the "Students Engagement Policy" all students and staff are responsible for reporting any form of bullying (including cyber-bullying) or harassment, to either a teacher or the Principal/Assistant Principal, who will follow the procedures as set out in the above mentioned policy document.
- The school community as a whole has the responsibility for the safety of the students at Footscray North Primary School, and as such, parents and caregivers and others who witness any form of conflict, bullying (including cyber bullying) or harassment are expected to report this to the Principal/Assistant Principal as soon as is practicable.
- Throughout each school year, students will receive explicit education of an eSmart curriculum appropriate to their age as outlined in the eSmart scope and sequence.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Footscray North 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 Footscray North 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 *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
- 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

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 for the Internet and digital technologies."

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 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), Footscray North 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

REVIEW CYCLE

Date Implemented	SEPTEMBER 2018
Author	DET/Assistant Principal
Approval By	School Council
Date Reviewed	
Responsible for Review	Principal/Assistant Principal
Review Date	SEPTEMBER 2020
References	Victorian Government Schools Policy Advisory Guide.

Acceptable Use Agreement

Acceptable Use Agreement for the Internet and digital technologies

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the Internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the Internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers

When I use my digital device I agree to:

- leave my mobile phone at the office before the commencement of the school day and collect the mobile phone at the end of the school day
- leave my device in my bag before/after school and on my way to/from school
- protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS)
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers). This includes taking screen shots of people from existing images
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- If your device had 3G or 4G capabilities, I will not access that network during school time
- Refrain from contacting people through any social network or messaging application that is not for educational purposes, while at school

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula 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.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.

Student Name			
	Signature	Class	Date
Grade 3			
Grade 4			
Grade 5			
Grade 6			

Information for Families

to support the understanding of this Acceptable Use Agreement

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term "space" is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The Internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the Internet and digital technologies at school.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- 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
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends on social media websites (e.g. Facebook). This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

Use the Internet at school for educational purposes and use the equipment properly
It is important to realise that there is a time for fun and a time for work even on the Internet. Students may often see the Internet as 'free' however even just looking at a page on the Internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the Internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.
Some online spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to online discussions, blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Where students are directed to an online space that allows for collaborative work (e.g. Edmodo), it will be a password protected space which is moderated by teachers and allows students to report any incidents.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
Music, information, images and games on the Internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the Internet, not simply copy and paste information from websites.
Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Not create accounts under the name of other people, including fictional identities.

Not reveal my password to anyone except the system administrator or classroom teachers.
Students may have passwords for many different websites. It is important that they not share these, allowing others to use their accounts.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
In school settings, Internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their Internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

When using a digital 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 involved before taking photos, recording sound or videoing them (including teachers). This includes taking screen shots of people from existing images
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

Digital devices are a seamless part of our lives. The school allows the use of digital technologies as a tool to enhance the capacity for learning in a classroom.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception.

Key Discussion Questions for parents to ask
At home we recommend you make some time to find out how your child is using the Internet. Make some time to sit with them online and ask questions such as:
- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- Who can see your personal information?
- Do you have multiple accounts for the same website?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put at risk their Internet/phone access.*

Encourage your child to set their space to 'private' if they use a social networking site like Facebook (they are then in control of who can contact them and access their information). Ensure that they know how to find these settings and check them.

Ensure that all Internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google and other search engines.

Scenarios for teacher/parent/guardian/student discussion:
What can you do?
- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.
- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

If you have any concerns about this agreement or ideas for making the agreement better
contact the School Principal or your child's teacher on 9317 9047.
For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call
Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx