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

PURPOSE

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

(a) our commitment to providing students with opportunities to use digital technologies to support and enhance their earning and development at school including our 1-to-1 Chromebook program.

(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 Sunshine Harvester Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy* and the Sunshine Harvester Primary School staff handbook.

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 technologies at our school

Sunshine Harvester 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 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' individual needs and interests, and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Sunshine Harvester 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Sunshine Harvester 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 Sunshine Harvester 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 safe, responsible and discerning in their use of digital technologies, including a 'First 20 days of Digital Technologies', *Cyber Echo* and the learning resources of the Office of the eSafety Commissioner
- 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 *Acceptable Use Agreement* outlining our expectations of students when using digital technologies 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 the 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 a parent information session

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 Digital Technologies *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 immediately notify their classroom teacher or year level coordinator.

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 Sunshine Harvester Primary School's Values of *Respect, Responsibility and Learning,* the school's *Student Engagement and Wellbeing* 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), Sunshine Harvester Primary School will institute a staged response, consistent with our school policies and the Digital Technologies *Acceptable Use Agreement.*

REVIEW CYCLE

This policy was last updated on 18th December 2018 and is scheduled for review in February 2021.

Digital Technologies Acceptable Use Agreement

Student Expectations

I am Respectful	I will seek permission from others before photographing, filming or recording them for any reason.
	If I open up a device that is accidently still logged in with the previous user I will not open any files or read any open work. I will notify my teacher and restart the device.
	If using online forums, e-mails or communication tools I will always be polite and courteous. I will notify a staff member if someone is rude or upsets me.
	I will properly shut down and tidy up any computer station when I have finished using it.
I am Responsible	I will carry all portable devices carefully, shut them down properly and return them to recharge after use.
	I will keep personal information confidential at all times.
	I will ask for help from a staff member if I have any technical problems while using the internet or computer equipment. I will always use all equipment carefully.
	I understand that accessing the internet and using computer equipment is a privilege. I will always seek permission and be open and honest while using it
	I will use my own login details and password to access school networks and the internet. I will keep this information private from others.
	I will notify my teacher immediately if I come across anything on the computer or internet that is in anyway offensive, inappropriate or upsets me.
	I will avoid eating or drinking whilst using computers or tablet devices. All drink bottles or food will be stored well away from electronic devices.
	I will always seek permission from staff before using personal USB storage devices for saving or uploading files to the school network.
	I will seek permission from staff before downloading files/software unless instructed to during class activities.
	I will always seek permission from a staff member before printing.
I am a Learner	I will only use the internet and digital devices such as my Chromebook to further my learning in relation to the school curriculum and only play online games with permission.
	I will learn my user name and password to access my work at school.
	I will carefully save my work when it is time to finish and make sure it properly saves to the correct folders or directories.

Breaking these agreed guidelines will lead to students being reminded of the expected behaviour and/or loss of privileges. In serious cases, staff may bypass minor consequences and parents may be notified of the issue.

Consequences for Minor Infringements

Minor infringements will handled by the classroom teacher and may include one or more of the following consequences:

- Warning and/or redirection
- Removal from activity and/or temporary removal of internet or device privileges
- Timeout within classroom
- Timeout in buddy classroom (plus the completion of a reflection sheet for Yrs. 3-6 students)

Consequences for Major Infringements

Major infringements will result in immediate referral to the Principal or Assistant Principal and may include one or more of the following consequences:

- Removal of internet access and/or device priviledges
- Parent notification
- Parents reimburse costs associated with damages
- Other consequences as outlined in the school's *Student Engagement and Wellbeing* and *Bullying Prevention* policies.

Sunshine Harvester Primary School
Digital Technologies *Acceptable Use Agreement*

Students

I, _____ , agree on the expected behaviours listed in the schools Digital Technologies Policy and understand that '*my behaviour is my choice'* and any breach of these agreed guidelines will result in consequences.

Please print student/parent names, sign and date in the allocated boxes below:

Student Name:	
Student Signature:	
Date:	

Parent Name:	
Parent Signature:	
Date:	