DIGITAL TECHNOLOGIES:
INTERNET, SOCIAL MEDIA & DIGITAL DEVICES
ACCEPTABLE USE POLICY

OUR ICT VISION:

Deans Marsh Primary School (DMPS) utilises technology to enhance, deepen and evolve our digital literacy and enterprising skills to be innovators and change-makers. Staff strive to leverage digital resources so students can be creative and critical thinkers and problem solvers that seek new challenges and opportunities and develop digital resilience. DMPS Staff and students effectively utilise digital tools within our local and global community to support, communicate, share, collaborate, investigate and co-create genuine learning opportunities and to take our learning further and deeper than anticipated. Our school is an eSmart school, promoting cybersafety in the community and we believe this is best taught in partnership with families.

SCOPE

This policy applies to all students at DMPS.
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.

AIMS:

- To ensure our **school** is a safe and secure online learning environment.
- Educate the wider school **community** on cyber safety and using the internet appropriately.
- To ensure **students** are responsible for meeting the school's technology expectations by using the technology in a way that is safe, smart, respectful and responsible.
- To ensure **staff** are responsible for teaching, supervising and modelling the appropriate and safe use of technology. Teachers are responsible for setting high expectations of students around the appropriate use of technology.
- To partner with **parents/carers** to use technology to support student learning outcomes and the need to provide adequate supervision and high expectations for students.

IMPLEMENTATION:

- All staff will implement and model safe technology use and behaviour. Inappropriate use will be dealt with in line with Deans Marsh Primary School's Student Engagement Policy.
- ICT Learning and Teaching will be integrated throughout all curriculum areas to further enhance student learning.
- All students will undertake a Cybersafe program and be required with their parents/carers to sign an Acceptable Use Agreement for each new school year.
- The school community will be provided with Cybersafety information on a regular basis including a bi-annual community information session.
- Safe and responsible behaviour is explicitly taught at our school and reinforced at home. Parents/carers can view the Cybersafe programs at www.cybersmart.gov.au.
- Incidents of Cyberbullying must be referred to the classroom teacher. Incidents will be investigated and recorded using Student Behaviour Tracker.

Cyberbullying victims and their carers will be encouraged to report incidents to law enforcement bodies.

Cyberbullying: is when a **child** is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the Internet, mobile phone, instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is usually not a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.

By agreeing to this acceptable use policy, students will be provided with a device to use at school.
P-4 = iPad, 5-6 = netbook computer.

EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with DMPS's *Statement of Values, Student Wellbeing and Engagement* 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), DMPS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

PART A– THE AGREEMENT.

See part C for support information.

When I use technology, both at school and at home I have responsibilities and rules to follow.
I agree to:
- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to them and never participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:
- behave according to the school Code of Conduct when online or using mobile technology
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology for learning, use the equipment properly and not interfere with the work or data of another student
- use only authorised and appropriate programs, files and sites and immediately report any inappropriate content to my teacher
- remember that the content on the web is someone's property and ask my teacher or parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, 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)
- talk to my teacher or another adult if:
  - I need help online or am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - 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
  - I feel that the welfare of other students at the school is being threatened.

When I use my school iPad or netbook computer at school I agree to:
- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- follow all the rules as stated in the DMPS Internet Acceptable Use Policy
- take good care of the device and it's accessories (charger, cover, headphones)
- only use the device during class time when allowed by the classroom teacher
- keep the device at an acceptable level of charge
- not remove any device from the classroom without the teacher's permission
- not download or share any apps, music or videos at school
- use devices in ways that are appropriate, meet school expectations and are educational
- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online gossip or bullying
- seek teacher permission before uploading any content to websites, blogs or other shared spaces.
- seek teacher permission before printing at school.

I agree that any inappropriate use of the device at school will result in school discipline that may include the loss of the privilege to use the device at school. Inappropriate use includes but is not limited to:
> ➢ Visiting inappropriate websites and using inappropriate apps
> ➢ Possessing inappropriate material including pictures, music and videos
> ➢ Unauthorised use of the device
> ➢ Using the camera to take pictures or videos without permission.
> ➢ Being rough or negligent with my iPad and its accessories.

It is optional for families from Prep-6 to choose to bring their device home at the end of each school day. School Council acknowledge that there are apps and programs accessible that if used regularly, will reinforce classroom learning. The device remains school property and may be returned to school for servicing. If you would like to utilise this option, please sign the "home use section" at the end of this document. There is additional cost for this option.

If I use my iPad or netbook computer at home I agree to:
- use it as reinforce my learning as directed by my teacher and guardians
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else
- follow all the rules as stated in the DMPS Internet Acceptable Use Policy
- take good care of my device and bring it to school every day full charged
- only use the device in a shared space under adult supervision
- take care when transporting my device to and from school and ensure that it is always turned off and in it's cover in my school bag . I will treat my school bag carefully when it contains my device and not bring it out between home and school (including not on the school bus).

I agree that any inappropriate use of the device at home will result in school discipline that may the loss of the privilege to use the device at home. Inappropriate use includes but is not limited to:
> ➢ Visiting inappropriate websites
> ➢ Possessing inappropriate material including pictures, music and videos
> ➢ Using inappropriate apps
> ➢ Unauthorised use of the device.
> ➢ Being rough or negligent with my device and its accessories.

General Care and Precautions at School and Home

- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment etc.
- Use both hands when carrying the device.
- The device must always remain in its case and the netbook computer must be transported in its cover.
- The device is not to be brought out of the school bag between home and school and it is to be put in a safe place when it is not being used.
- The device may be damaged by water. Keep it away from drinks, other liquids and rain.
- Don't drink or eat while using the device.
- Clean the iPad or netbook screen with a soft lint free or microfiber cloth. Never use cleaning liquids.
- Take care when inserting and removing cords into the device. Never force it in as it may cause damage.
- Do not expose the device to extreme temperatures, direct sunlight or ultraviolet light for extended
  periods of time.
- Turn off the device when not in use and when transporting to and from school.
- It is recommended to limit the use of devices and to place in aeroplane mode with wifi and bluetooth off when the internet is not required.
- Overnight, it is recommended to charge the device and to allow it to perform all updates.

PART B –THE SCHOOLS' SUPPORT FOR RESPONSIBLE AND ETHICAL USE OF TECHNOLOGY

Deans Marsh Primary School uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Deans Marsh Primary School, we:
- have a cybersafe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet
- provide a filtered internet service (this is not provided at home and becomes parent's responsibility)
- provide access to the DEECD search engine Fuse (fuse.education.vic.gov.au), which can be used to restrict students to only using websites that have been teacher recommended and reviewed (the google search engine may also be used under strict teacher supervision)
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- support parents through information sessions and through the document attached to this agreement
- provide the opportunity for students to bring their school device home if their parents choose this option.

PART C - ADVICE FOR PARENTS

Please keep this as a resource to use at home

At school the internet is used to support teaching and learning. However, at home it is often used differently. If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:
- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games etc (facebook shouldn't be used until age 13)
- always get them to set their space to 'Private' if they use a social networking site like Myspace, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
- have the device with internet access set up in a shared place in the house – not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing
    - how does it work, how do you set it up and can you block out people?
    - who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
    - why is this so enjoyable – what makes it fun?
    - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
    - what are you doing to protect yourself or your friends from these potential dangers?
    - when would you inform an adult about an incident that has happened online that concerns you?

The leased device remains the property of Deans Marsh Primary School and any damage needs to be reported immediately to the school. Please refer to the lease agreement for more information.

Screen repairs and other breakages for iPads and netbooks may incur a $100 repair fee for families before work is carried out. This depends on the situation in which the screen was broken. Unavoidable accidents will not incur this fee.

APPS AT HOME

You do not need an official school device to access some of the important school learning apps at home. These apps can be accessed from a range of other devices. Students have logins for the following apps and these logins are stored in each student's school diary.

Some apps that reinforce school learning are:
- *Reading Eggs*
- *Epic*
- *Essential Literacy & Essential Numeracy*
- *SoundWaves*

SUPPORT INFORMATION FOR PARENTS AROUND THE AGREEMENT.

When I use technology, both at school and at home I have responsibilities and rules to follow.

Deans Marsh Primary School believes the teaching of cybersafe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Behaving according to school Code of Conduct.

The school's Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that your school community believe are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:
- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space. Use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact the school or visit http://www.cybersmart.gov.au

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Parent Payments
A technology levy system will be used for families at DMPS with 2 cost models for families to choose from.
The annual curriculum contribution charge ($185) includes the child's access to a 1:1 device at school as well as classroom consumable materials & stationery. This levy also covers other technology across the school, including apps and subscriptions.

The second optional "take home" levy is an additional $10 per term. This is for families who request that the 1:1 device is able to come home each day.

Please complete the form on the last page to choose your family's levy option.

| This policy was last ratified by School Council in December 2022 | REVIEW- 2023 | |

Please remove this page and sign relevant sections before returning it to school

I acknowledge and agree to follow these rules and will work in accordance with the school values. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: ....

Student Signature: ....

Parents, please choose out of the two options and then sign just that one box that you choose.

Option 1: Parent Permission

I have chosen the school-based option which involves my child accessing a 1:1 device when at school. This option also covers other technology across the school, including apps and subscriptions. In the event of a period of remote learning, this option still allows for the device to come home on request.

I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the Acceptable Use Policy.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature: ....

Date: ....

Option 2: Parent Permission & Termly "Take-home" levy payment of $10 per term

I have chosen the take-home levy of $10 per term which involves my child accessing a 1:1 device at school and then bringing their device home in their school bag each day. This option also covers other technology across the school, including apps and subscriptions. I understand that supervision of my child's device and internet usage at home is my responsibility. I also accept that damage to the device at home may incur a repair fee that I will need to pay.

I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the Acceptable Use Policy.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature: ....

Date: ....

Further comments or questions: