PATTERSON LAKES PRIMARY SCHOOL

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DIGITAL TECHNOLOGIES POLICY
(Internet, Social Media and Digital Devices)

RATIONALE

The purpose of this policy is to ensure that all use of ICT resources is legal, ethical and consistent with the aims, values and objectives of Patterson Lakes Primary School (PLPS) and the Department of Education and Training (DET) guidelines and its responsibilities to the students in its care. It is of paramount importance that ICT resources are used appropriately and professionally at all times.

Students spend increasing amounts of time online, learning and collaborating. Patterson Lakes Primary School believes the teaching of cybersafety and responsible use and behaviour is essential in the lives of students and is best taught in partnership between home and school.

AIMS

- To improve and enhance learning and teaching through a variety of ICT resources
- To ensure all members of the Patterson Lakes community are safe users (on and offline)
- To explicitly teach safe, responsible and ethical behaviour at school and by parents/carers in the home
- To understand that acceptable use of digital technologies is implemented at all times and in all environments
- To understand that some activities (on and offline) are illegal and as such must comply with State and Federal laws

IMPLEMENTATION

Part A - School support for the safe and responsible use of ICT
At PLPS we:
- use ICT as teaching and learning tools responsibly and with due care
- have all students agree to the Acceptable Use of ICT Policy
- implement a variety of security measures, ensuring that staff and parent/carers are made aware that the nature of ICT is such that full protection from inappropriate content and security can never be guaranteed
- have policies in place that outline the values of the school and expected behaviours when students use ICT (see list below)
- provide a filtered internet service and a secure network
- provide supervision and direction in online activities when using ICT for learning
- promote and implement appropriate, ethical and legal use of social networking, online conferences, discussion groups or other similar resources or tools
- support students in developing digital literacy skills
- will act in accordance with the PLPS Copyright Policy
- use the school's mobile/wireless technologies for educational purposes
- implement a cybersafety program which is reinforced in the community
- provide support to parents/carers to understand this agreement, e.g. language support and information evenings

Part B - Student Agreement
When students use ICT, they agree to:
- be a safe, responsible and ethical user whenever and wherever used
- support others by being respectful in positive communication
- inform a teacher if unsafe, unethical or illegal behaviours are known
- seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted forms a 'digital footprint'
- protect privacy rights and those of other students by not giving out personal details
- use ICT resources for educational purposes only (*including not altering system files, configurations, or folders and not downloading, uploading, storing or concealing unauthorised files*)
- use social networking sites in an appropriate, ethical and legal manner
- follow appropriate copyright procedures when using ICT resources
- follow correct procedures if inappropriate or offensive material is accidently accessed
- respect network security, the data of another user and the privacy of user names and passwords (*including not inserting a CD, DVD, USB or flash drive that contains or has contained viruses, has been stored in an unsafe manner, is damaged or contains unapproved school content*)
- save and store files on school ICT equipment with appropriate file names
- use ICT equipment appropriately at all times and with due care

- apply this policy on school excursions, OSHC, camps and extra-curricula activities
- adhere to this policy when using a 1:1 device at school and when accessing DET resources away from the school
- select activities that fall within the Student Code of Conduct
- adhere to the use of online services, i.e. Office 365 and Google Apps for Education (GAFE)
- be aware that when using school resources and spaces at home all of the policies listed below apply

Non Compliance
Depending on the nature of the inappropriate use of ICT resources, non-compliance with this policy may constitute:
- serious misconduct
- unethical behaviours
- harassment
- discrimination
- a criminal offence, in accordance with State and Federal Laws
- a threat to the security of the school network and equipment
- an infringement of the privacy of staff and other persons
- exposure to legal liability
- installing, downloading, saving or running unauthorised programs and apps, including games, is a breach of respect for network security

Non-compliance with this policy will be regarded as a serious matter and appropriate action, including limited or suspended access, may be taken.

Where there is a reasonable belief that illegal activity may have occurred, PLPS may report the suspected illegal activity to the police.

Other PLPS ICT related Policies
This policy operates in conjunction with DET "terms of service", including:
- DET ICT Policy (this includes 1:1 devices)
- PLPS Copyright Policy and Australian Copyright Law
- Mobile Phone Policy
- Student Engagement and Wellbeing Policy
- PLPS 1:1 Program Policy

ADDITIONAL INFORMATION PROVIDED BY THE DET WEBSITE INCLUDES

Advice to support the safe and responsible use of ICT at home
At PLPS, ICT is 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 any activity that works like a community with live interaction and the capacity for your child to chat with others, personalise their space, store and share information, including gaming. 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 and videos for students to view. Not all content is presented as a space.

Be a safe, responsible and ethical user whenever and wherever I use it.
The school's Student Engagement and Wellbeing Policy outlines the values of the school and expected behaviours, including ICT behaviour. Some applications provided by the Department of Education and Training may be available in students' homes and must be used responsibly.

Support others by being respectful in how I communicate with them and never write or participate in online bullying
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 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 themselves or 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 when using blogs and appropriate social media. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:
- limit the use of their own name, especially in non-school spaces
- 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. Students may often see these times as 'free' opportunities. By taking care of 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 technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.
Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to 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. Protocols for what will be considered acceptable practice in the collaborative space will be established in class, where these spaces are used at school.

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.

Never 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.

Never reveal a password to anyone, except the system administrator or classroom teachers.

Never bring or download programs without permission, including games, to the school or run them on school computers or 1:1 devices.

Never 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. 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 my device, I will:
- respect the privacy of others and never post private information about another person using Short Message Service (SMS) or post to any shared space
- comply with and abide by the conditions outlined in the mobile phone policy (DET policy)
- abide by the age limitations as set by the space's terms and conditions
- 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)
- 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

Mobile 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 Australian Federal Government 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 privacy rights of others and students are no exception. A sample consent form for requesting permission is available on the DET website. Consent can be withdrawn at anytime.

Key Discussion Questions for parents to ask
At home we recommend you make some time to find out how your child is using their time on their devices. Make some time to sit with them online and ask questions such as:
- What is it that is so enjoyable about the activity or space you are using? What is it's purpose?
- How does it work? How do you set it up? What are the conditions of use?
- Who else is sharing or in 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?
- 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.*
- What are the age limitations for using this space?

Encourage your child to set their space to 'private' if they use social networking or are involved in any special sharing sites or activities of any kind. They are then in control of who can contact them and access their information. Allow them only to make contact with people they have met in real life.
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, Bing, etc.

If you have any concerns about this agreement or ideas for making the agreement better contact the Principal or the Assistant Principal.

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

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RESOURCES
Acceptable use policy: DET Information, Communications and Technology (ICT) Resources
http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/2011acceptable-use-policy-ICT.pdf

EVALUATION
This policy will be reviewed as part of the school's three-year review cycle.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson,Lakes Primary School on December, 2018.

Signed.. Signed..

School Council President   Principal