



Quarry Hill Primary School

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DIGITAL TECHNOLOGIES (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 the opportunity to benefit from digital technologies to support and enhance learning and development at school (including our Bring Your Own Device BYOD program)
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads, iPods and Bee Bots)
- (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 Quarry Hill 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

Quarry Hill 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.

Quarry Hill Primary 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.

Bring Your Own Device (BYOD) program at Quarry Hill Primary School

Our school operates a Bring Your Own Device (BYOD) program, allowing students in Grade 3 to 6 to bring their own purchased school approved laptop with them to school each day.

Students who choose to participate in the BYOD must ensure their laptop adheres to the specifications outlined by the school.

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

Quarry Hill Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We also have a number of spare laptops that can be loaned to students in certain circumstances.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Quarry Hill 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. Quarry Hill Primary School are committed to a shared partnership with home and school to support safe and appropriate use of digital technologies.

At Quarry Hill 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
- 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 and Bullying Prevention and Intervention policies 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.

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 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Quarry Hill Primary School's *Statement of Values, Student Engagement* and Wellbeing policy, and *Bullying Prevention and Intervention* 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), Quarry Hill 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
- other consequences as outlined in the school's *Student Engagement* and Wellbeing and *Bullying Prevention* and Intervention policies.

REVIEW CYCLE

This policy was last updated on July 2019 and is scheduled for review in July 2021 or early if required.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

QUARRY HILL PRIMARY SCHOOL 2019 **COMPUTER NETWORK ACCEPTABLE USE POLICY**

Dear Parents,

Quarry Hill Primary School provides access to and instruction for computer programs for all students. As they pass through the school, children become familiar with the computer programs, hardware component. They will also be exposed to data and programming as well as exploring ways to stay safe online. Worldwide information will be available through the Internet.

The Quarry Hill Computer Network has been installed to serve the teaching and learning needs of the school.

All teachers have access across all student files. Teachers will usually only access the files of students under their direct supervision. Administrators have access to all files. All on-line traffic will be monitored and checked periodically by the Network Administrator and Principal.

Email Use at School 3-6

All students have been set up with an email account at school through their Google Account. Some teachers will use this facility during the year. Students will be able to access and use this email account at school under teacher supervision. Students will be able to send work to school from home, share work with each other at school and communicate with students at other schools when appropriate.

STUDENTS NAME: _____ **Grade** _____

Student Computer Agreement

- I will take great care with the use of all computer equipment and resources.
- I will not take food or drink near any computer equipment.
- My behaviour will be careful, responsible and well-mannered at all times.
- I will keep noise to a working level that does not disturb others.
- I will use only USBs or other storage devices that are approved by the school.
- I will not use the school system for personal email accounts.
- I will respect the privacy of fellow students and teachers and use the correct etiquette when using email facilities set up on the school network.**
- I will use the Internet only with a teacher's permission.
- When using the World Wide Web I will use common sense when searching for information and will report inappropriate sites to my teacher.
- I will use Web addresses provided by a teacher or seek permission to use other sites.
- I will take note of the site I have used for information and give credit for this in my work.
- I will not give out personal information such as my surname, address and telephone number or those of my parents, friends or members of my school community.
- I will not subscribe to clubs, newsgroups or chat Rooms.
- I will use the printers only with a teacher's permission.

- I have read and understood the Student Agreement and agree to obey it at all times.
- I understand that access is a privilege and not a right and that if I break the above rules I will forfeit these access rights.
- I have shown this to my parents and we have discussed my responsibilities when using the Quarry Hill PS Computer Network.

Signed – Student _____

Signed – Parent _____

Date _____