159 Bennett Road
NANNEELLA   3561
Phone: 5484 5395
Email: nanneella.estate.ps@edumail.vic.gov.au
Principal: Mr Ian Denson

INTERNET AND DIGITAL TECHNOLOGIES POLICY

Rationale:

At Nanneella Estate Primary School we believe the internet provides our students an unprecedented opportunity to enhance their learning experiences by providing access to vast amounts of information across the globe. Online communication links students and provides a platform for collaborative learning that can assist academic and social outcomes. Today's students are exposed to online communication tools and the internet as part of their daily lives. This policy intends to inform parents and students of our expectations when students are using devices and services provided by the school and to highlight the roles and responsibilities of our students when using the internet or digital technologies. Whilst student usage and online access is monitored within the confines of the school we ask that parents remain vigilant and interested in what your children are accessing outside of school hours.

Aims:

- To improve student learning outcomes by increasing access to digital information.
- To develop skills in careful and appropriate internet usage.

Implementation:

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students at our school will have internet and email access. Students will have their own password protected email account accessed through a secure portal. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The principal will be the Internet Coordinator, and will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Guidelines on access rights will be defined for Foundation-Gr 2 and Gr 3- Gr 6 students.

- An Acceptable Use Agreement is required to be completed and signed by parents and students in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Students and parents will be provided with the Internet and Digital Technologies:

    1. Acceptable Use Agreements Guidelines

    2. Grade F-2 Student Acceptable Use Agreement

    3. Grade 3-6 Student Acceptable Use Agreement

- Once the relevant agreements have been signed and returned students will be provided with

    4. Student Agreement/Licence

- Privacy of students, parents, staff and other users must be recognised and respected at all times. Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Evaluation:
- This policy will be reviewed annually as part of the school's regular review cycle.

Approved by School Council August 2019   To be reviewed August 2020

Signed: _____   Date: _____
               Ian Denson, Principal

INTERNET AND DIGITAL TECHNOLOGIES
1. Acceptable Use Agreements Guidelines

At Nanneella Estate Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour

- educate our students to be safe and responsible users of digital technologies through a range of programs and websites

- raise our students' awareness of issues such as online privacy, intellectual property and copyright

- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities

- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed

- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services

- know that some online activities are illegal and as such we are required to report this to the appropriate authority

- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:

  o Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

  o Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx) [iparents]

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

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2. Grade F-2 Student Acceptable Use Agreement

NAME:_____ YEAR:_____

I promise:

- I will keep all food and drink away from the computer / laptop / iPad and smartboard

- I will use the computer / laptop / iPad / smartboard only when directly supervised by the teacher

- I will respect the confidentiality of passwords (I won't tell anyone my password)

- I will not reveal details of others or myself through e-mails or internet sites

- I am responsible for accessing and publishing appropriate material

- I understand that any electronic devices brought to school are my responsibility

- I will hand all electronic devices to my class teacher when arriving at school and collect them when leaving school

- I will not use any personal electronic devices whilst at school for any purpose, including taking photos during school time and bus travel

- If I see or hear anything on a website or receive any message that I don't like or feel is inappropriate I will tell the teacher immediately

Student Name:_____ Student Signature:_____

Date: _____/_____/_____.

*I have read and discussed this 'I Promise' ICT agreement with my child.

Name of Parent / Guardian:_____

Signature of Parent / Guardian:_____ Date: ____ / ____ / ____

INTERNET AND DIGITAL TECHNOLOGIES

3. Grade 3-6 Student Acceptable Use Agreement

When I use digital devices and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel*.)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital devices and the internet I **communicate safely and protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This also means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital devices and the internet I **respect myself and others.** This means I will:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- not deliberately search for something rude or violent
- tell the teacher immediately if I see or hear anything on a website or receive any message that I don't like or feel is inappropriate
- be careful with the equipment I use
- agree that any electronic devices brought to school are my responsibility

- <u>hand all electronic devices to my class teacher</u> when arriving at school and collect them when leaving school
- <u>not use any personal electronic devices</u> whilst at school for any purpose without my teacher's permission, and I will not take photos during school time and bus travel

At school we/I have:
- discussed ways to be a safe and responsible user of digital devices and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital devices and the internet.

I will use this knowledge at school and everywhere I use digital devices and the internet.

Name of Student:_____

Student Signature:_____

Date: _____/_____/_____.

I have read and discussed this Grade 3-6 Student Acceptable Use Agreement with my child.

Name of Parent / Guardian:_____

Signature of Parent / Guardian:_____ Date: ____ / ____ / ____

Attachments: 1: Acceptable Use Agreements Guidelines   2: Grade F-2 Student Acceptable Use Agreement
3: Grade 3-6 Student Acceptable Use Agreement 4: STUDENT AGREEMENT/LICENCE   6

INTERNET AND DIGITAL DEVICES

4. STUDENT AGREEMENT/LICENCE

Mr Ian Denson
(Principal)

Acknowledges the commitment of

_____
(Student)

To being a polite, safe, respectful and responsible user of digital devices.

**As a student, whenever I am unsure or feel unsafe online
I will ask a trusted adult for help.**

_____   _____
Student's signature   Teacher's/Principal's signature

Date: _____