



Auburn
Primary School

Learn, Connect, Create

DIGITAL TECHNOLOGIES POLICY

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 BYOD program for year 3 – 6 students.
- (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 Auburn Primary School.

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

The internet, combined with the school's Bring Your Own Device Program (BYOD) and school-owned laptop computers, offers potential benefits for teaching and learning. It offers opportunities for students and teachers to contribute to the world community on the web and access technology to enhance the achievement of learning outcomes.

Students and teachers can:

- ☐ explore the world online
- ☐ visit museums and libraries around the world
- ☐ access rich information resources to support research and investigations

- communicate and collaborate with people all over the world
- create and publish high quality products and effectively share them with others

BYOD Program

Learning at Auburn Primary School is supported with the use of tablets. Students will engage with learning activities using school owned or personal devices at different times.

Our school operates a Bring Your Own Device (BYOD) program, which means students who opt into the program bring their own purchased device with them to school each day, fully charged.

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

Auburn Primary School have a number of school owned devices for students who do not opt into the BYOD program to use during their time at school.

Specific requirements for the BYOD program are outlined in Appendix A

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Auburn 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 Auburn 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 promoting safe, responsible and discerning use of digital technologies, including utilising resources such as <http://www.esafety.gov.au>
- 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* policy 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 (see Appendix B)
- 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
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 class teacher for support.

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 Auburn Primary School's *values, Student Welfare, Wellbeing and Engagement* policy, and *Bullying and Harassment* 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), Auburn Primary School will institute a staged response, consistent with our policies and the Department of Education'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
- removal of access to devices for a period of time

REVIEW CYCLE

This policy was last updated in June 2019 and is scheduled for review in 2021, or as required.

Appendix A: BYOD Requirements, information to parents

Minimum Requirements

IOS

- _ Running IOS 10 or above.
 - _ Must be either a iPad Mini or iPad tablet
 - _ Restrictions are okay to put on the device but the IT staff may require the password to install the wireless configuration files on the device.
- Mac or MacBook Pro laptops are not recommended for school use as these devices are not well supported throughout the Education Department.

ANDROID

- _ Must be running Android 6.0 (Marshmallow) and above
- _ Samsung Galaxy Tablets are recommended for the screen sharing capability.
- _ Must have the latest updates and software updates
- _ For device configuration a passcode is NOT required.

WINDOWS TABLETS

- _ Running at least windows 10 or above
 - _ Running the latest updates and software "Patches"
 - _ Have the ability to run Microsoft Office on the device.
 - _ If you lock the device down with an "Administrative" account, the IT support staff may require these login details to install the wireless certificate onto the device.
 - _ Must be able to use a HDMI connection (or have an adapter that can use VGA/HDMI connections)
- OR Must support Intel WIDI for display connectivity.

OTHER

All devices must be OH&S safe. The IT support team are not permitted to work on any device that has

- cracked or broken screens or buttons or
- extensive damage to the hard case
- damage to the power/ data cables required to attach the device to the network.




VPN or "Virtual Private Networks" are not permitted to be configured on devices as this poses a security risk.

DET filtering software only restricts access to inappropriate sites via the wireless network. If you choose to provide your child with a SIM card in their device, there is no restriction on their access across the internet. The school cannot be held responsible in such a circumstance.

Your child already has access and is licenced to use Office 365. They should use their school login account. Make sure to use the "Work or School" account sign in, not the "personal" sign in when logging on. The school can provide passwords etc. if they have been forgotten.

The following apps are not permitted on any device

- Puffin Web Browser (this application bypasses our monitoring and filters)
- Dropbox (This program is a security risk)
- Any VPN Software
- Google Drive (This program can be a security risk)

| IOS – Suggested apps | |
|---|--|
| MUST HAVE | OPTIONAL |
| <p>*MS Office 365 (provided by school) including:</p> <p>Microsoft Word Microsoft Excel Microsoft OneNote Microsoft Outlook Microsoft PowerPoint Microsoft Sway OneDrive (Drop Box equivalent)</p> <ul style="list-style-type: none"> Chinese Writer Free Explain everything (voice recorder) Verso - Classroom discussion tool Adobe Photoshop Sketch iMovie – Video Editing (Paid Application) Dictionary.com Prezi (Free) Scratch Jr. WebDAV Navigator Verso Hopscotch Seesaw | <ul style="list-style-type: none"> Garage Band (Paid Application – Unless you purchase a device with more than 32GB of space.) |
|  | |
| ANDROID – Suggested apps | WINDOWS TABLETS – Suggested apps |
| MUST HAVE | MUST HAVE |
| <p>*MS Office 365 (provided by school) including:</p> <p>Microsoft Word Microsoft Excel Microsoft OneNote Microsoft Outlook Microsoft PowerPoint Microsoft Sway OneDrive (Drop Box equivalent)</p> <ul style="list-style-type: none"> Chinese Writer Free ABC Dictionary.com Google Earth Hangman Literacy Planet Photo Editor Scratch Stopwatch & Timer Vidtrim – Video Editor Widget Calculator Prezi (Free) Scratch Jr. WebDAV Navigator Seesaw: The learning Journal (Free) ChromeCast (for screen sharing) Verso Hopscotch Seesaw | <p>*MS Office 365 (provided by school) including:</p> <p>Microsoft Word Microsoft Excel Microsoft OneNote Microsoft Outlook Microsoft PowerPoint Microsoft Sway OneDrive (Drop Box equivalent)</p> |
|   | |
| <p><i>*MS Office 365 – Username and password is required to activate the downloaded MS OFFICE 365 Suite on your B.Y.O.Tablet – Without the username & password you will have view ONLY access. Please ask your child/ren's teacher for the username & password.</i></p> | |

Appendix B: Acceptable Use Agreement

At Auburn 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 Welfare, Wellbeing & 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
- 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:
 - [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

The curriculum content referred to in this document has been/will be delivered across the school in an age appropriate way.

Safe and Responsible Behaviour

When I use digital technologies 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 technologies and the internet I **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 means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- 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 technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- 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
- don't deliberately search for something rude or violent

turn off or close the screen if I see something I don't like

- and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

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

School Owned Devices *'School Owned Devices' includes tablets, laptops, robotics, Beebots, Makey Makey's and other digital technologies.*

Ownership

- The school retains ownership of the device
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities

Students are responsible for:

- adhering to this Acceptable Use Agreement when using the machine at school including during lunchtime or when not in the classroom.

Acknowledgment

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

- school owned ICT devices (e.g. tablets, laptops, robotics, Beebots, Makey Makey's, printers and other digital technologies)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites
- blogs or micro-blogs
- forums, discussion boards and groups
- wikis
- 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.

Student Agreement

Student Agreement

This agreement acknowledges the commitment of

(student)

**to being a polite, safe and responsible user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher's signature

Date

Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Welfare, Wellbeing & Engagement Policy if my child does not behave appropriately.

Student name: _____

School name: _____

School contact name: _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____