DIGITAL TECHNOLOGIES POLICY

(INTERNET, SOCIAL MEDIA, AND DIGITAL DEVICES)

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

PURPOSE

To ensure that all students and members of our School community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at School including our 1-to-1 personal device program;
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets);
- 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; and
- 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 The Currajong School.

Staff use of technology is governed by The Currajong School'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

(a) Vision for Digital Technology at Our School

The Currajong School understands that digital technologies including the internet, apps, computers and tablets 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. They also enable personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

The Currajong School 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 people.

User agreements for Digital technologies at The Currajong School are distributed annually, a copy can be seen in Appendix 1 at the end of the document.

(b) iPads at The Currajong School

Classes at The Currajong School are delivered with the use of iPads. Students are provided with a 1:1 iPad at school each day to be used during class time for different learning activities.

If a student or staff member brings their own iPad to School it should be noted: that our School does not have insurance to cover accidental damage to students' or staff iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

(c) Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At The Currajong 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 The Currajong 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.
- 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;
- 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; and
- 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 the classroom teacher and digital technologies coordinator 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.

(d) Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with The Currajong School'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), The Currajong 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; and

- other consequences as outlined in the School's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024

The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.

APPENDIX 1-

The Currajong School

Mobile Electronic Equipment Policy

Policy for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices by Students.

Introduction

When these technologies are misused by students, they can be very disruptive to teaching and learning and in some cases cause harm. The Currajong School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school. The school also allows the use of electronic games before school and during lunch play to allow students some 'down time'.

Many of the newer devices now have inbuilt cameras. Taking photographs or videos while at school or engaged in school-related activities by students is only permitted using school equipment and under the direct teacher supervision. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/ carer or student may also be required. A number of students do not have permission to be photographed.

Where students bring a mobile telephone, portable computer game, MP3 player/iPod and similar devices to school:

Student Responsibilities

- The student must take full responsibility for these devices. The school will not be responsible for any loss, theft or damage. Students who bring them to school do so at their own risk. All devices brought to school must be NAMED.

- Students must not use electronic devices to disrupt the learning environment or interfere with the operation of the school.

- Mobile phones and MP3 player/iPods/iPads must be turned off and handed into the office for the day on arrival at school. At no time will a student be permitted to use their own mobile phone or MP3 player/iPod/iPad during the day or during a school outing. Students who do not travel independently are not permitted to bring mobile phones to school.

- Electronic devices must not be used to send offensive or objectionable messages, threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the device.

- Any games loaded on devices brought in to school must have a rating that is appropriate for use within a school environment (E, G or PG only).

- Students are under no circumstances permitted to access online material via the internet using these devices.

Improper use of mobile telephones or other electronic devices (including in-built cameras) will result in:

- Confiscation of the device until such time as a parent or caregiver is able to attend school to collect the device. Any photographs taken without permission will be deleted.

- Further disciplinary action in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

We understand the responsibilities of using mobile electronic equipment and support the school by guiding our/my child towards appropriate use of such equipment.

Student: *Name* _____ *Signature* _____ *Date* _____

Parent: *Name* _____ *Signature* _____ *Date* _____

ICT AND INTERNET
ACCEPTABLE USE POLICY
THE CURRAJONG SCHOOL

STUDENTS

☐ I will take good care of all computer/ICT equipment at school.

☐ When I am using the Internet at school, I promise to go only to sites that are given to me by staff.

☐ I will always follow the staff's direction.

☐ If I find myself in unsuitable locations, I will click on the Home or Back button and tell the staff.

☐ I will not install or download any software/apps.

☐ I will not give out personal information such as my password, surname, address, phone number or photograph or that of family or friends.

☐ When writing emails, I will only use friendly and acceptable language.

☐ I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing)

☐ I will keep food and drink away from the computer equipment.

☐ I will not alter any computer settings or personalise my computer in any way.

☐ I will not delete any software/apps without staff permission.

☐ I will not search for inappropriate content on the internet

I must use the Internet in a responsible way. If I break the rules above, I accept that I may lose privileges and the use of my computer. I understand that the school may take disciplinary action in accordance to the school's Anti-bullying Policy.

Name _____

Signed _____ Date _____

PARENTS

We/I understand that my child _____, will be given supervised access to the Internet for educational purposes. We/I also understand that this access is a privilege, which can be withdrawn by the school if our/my child does not follow the rules governing the use of ICT. We understand that the school may take disciplinary action in accordance to the school's eSmart and Digital Technologies Policy.

We/I pledge to support the school by guiding our/my child towards appropriate computer and Internet use at home. We/I will also encourage our/my child to follow the rules at school and ensure that he/she understands that he/she must accept the consequences if he/she fails to follow these rules.

We/I agree to be responsible for any damage that my child directly causes to ICT equipment.

Name/s_____

Signature/s _____   Date _____