



# Technology Policy

## **PREAMBLE**

This policy incorporates the previous policies:

- eSmart
- Acceptable Use of Technologies
- Portable Personal Electronic Device (PPED)
- Bring Your Own Device (BYOD) policy

It is also connected to the Anti Bullying and 3Rs (Code of Conduct) policies.

## **RATIONALE**

Meeniy Primary School recognises the importance of Information Communication Technology in preparing students for the world around them and believes ICT is an integral part of the curriculum. We want our students to be confident, safe, smart and responsible users of technology.

Fundamentally, cyber-safety is an area that requires a high level of community cooperation and partnership. As an increasingly interactive medium, technology brings with it exciting educational opportunities, but at the same time safe, smart and responsible use needs to be developed to ensure students' wellbeing and learning.

The school also recognises that different provision options need to be available so that students' access to technology is adequate and purposeful. Increasingly students prefer to use their own technology. Empowering them to do so supports greater scope, mobility and flexibility for learning.

## **AIMS**

- To establish clear expectations for the Meeniy Primary School community with regard to cyber (online) safety.
- To develop students' transferrable knowledge, skills and attitudes in the use of technology.
- To support and extend classroom learning.
- To provide greater access to technology.
- To broaden access whilst fostering responsible and appropriate use of ICT devices in the school environment.
- To foster a safe and secure learning environment by developing shared understandings and expectations between staff, students and parents/carers.

## **DEFINITIONS**

- Digital Literacy is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies .
- Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones.
- Cyberbullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders are often involved in cyberbullying and are responsible for responding proactively to such activities.

- ICT Equipment/devices/Portable Personal Electronic Devices in this document include, but is not limited to, computers, laptops, tablets, storage devices, cameras, all types of mobile phones, video and audio players/receivers, social networking sites, USBs, hard drives and any other technologies as they come into use.
- BYOD ( Bring Your Own Device)
- Personal Portable Electronic Devices (PPED) include:
  - Computers, laptops, eReaders and tablets(such as iPads)
  - Smart phones (such as iPhones)
  - Portable music and media players (such as iPods)
  - Handheld gaming devices (such as Nintendo DS)
  - Cameras (including devices which are not specifically cameras, such as a mobile phone, but may have a camera included)
  - Devices which can record sound and images such as video cameras, dictaphones and mobile phones with this functionality
  - Storage devices such as USBs

## **IMPLEMENTATION**

- All members of the school community should be aware of and have knowledge of this policy.
- A copy of the Acceptable Use Agreement must be displayed in all classrooms.
- All teachers must go over the Acceptable Use Agreement each term and more often if the need arises.
- All Years 4-6 students and their parents must annually sign a copy of the Acceptable Use Agreement.
- Documentation of any breaches of the above agreements must be chronicled in COMPASS and notification sent home to parents.
- IT education will be provided to the school community through newsletters, information sessions and the school's website.
- The Acceptable Use Agreement and PPED and BYOD applications are posted on the school website for parent/guardian access.

## **School Expectations**

- The school is to:
  - provide a P-6 eSmart curriculum that develops safe, smart and responsible use of technologies in all areas of the curriculum and promotes transfer of understandings beyond school
  - respond to all incidents of technology misuse according to the 3Rs policy
  - work towards eSmart accreditation
  - provide an acceptable level of technology access in terms of student-device ratio, current operating systems and devices, email access and current internet filtering systems, school monitoring of cloud storage,
  - offer BYOD access to the school's wireless network according to its capacity to do so in an efficient and reliable manner
  - communicate when new devices connectivity is available

## **Staff Expectations:**

- Staff are to
  - follow any implementation actions relevant to their role.
  - provide explicit education around the safe and ethical use of the internet and digital technologies.

- model and teach eSmart - Cybersafety as part of their classroom or specialist curriculum.
- report all cases of cyberbullying which come to their attention, to school leadership and record it on the Compass Chronicle using the Technology template.
- demonstrate courtesy, consideration and respect for others when using PPED.
- refrain from using mobile phones during teaching time, while on playground duty and during meetings. Mobile phones will be put on 'silent' or 'discreet' mode. Similarly the use of other electronic communication devices for personal reasons should not be used during instructional time.
- seek permission to use mobile phones and private technology access in urgent or exceptional situations.
- be aware of Privacy Legislation. [www.privacy.gov.au](http://www.privacy.gov.au) and Copyright Legislation. [www.smartcopying.edu.au](http://www.smartcopying.edu.au) .

### **Student Expectations:**

Technology is used in a Safe, Smart and Responsible way in line with the 3Rs (Code of Conduct) policy and this policy applies to all school organised events (camps, excursions etc.).

- Students are to be SAFE by:
  - accessing safe and appropriate sites.
  - only using social media specified by the teacher and observe privacy of self and others
- Students are to be SMART when using school provided devices, BYODs and PPEDs and do so in an efficient and purposeful manner for educational purposes only.
- Students are to use technology in a RESPONSIBLE manner by
  - following the guidelines in the Acceptable Use Agreement
  - displaying courtesy, consideration and respect for self and others when using any technology.
  - reporting any incidents of cyberbullying or inappropriate use of technology to staff or parents/carers that they become aware of
  - seeking permission to bring a BYOD or PPED to school which must be approved by the Principal or nominee and use in the manner agreed upon or permission will be revoked
- Students wishing to use a BYOD or PPED will
  - sign a BYOD or PPED agreement form
  - use their BYOD or PPED with the approval of the supervising teacher and in the manner and conditions agreed upon ( e.g notification sounds off, no use during school day...)
  - use the PPEDs in a manner that does not interfere with learning
  - bring devices fully charged
  - ensure only appropriate content is saved to the device
  - be responsible for their device and all costs associated with repair or software purchases.
  - carry and store their device in a safe manner

Unauthorised or inappropriate use of devices will result in a suspension of access or confiscation by the Principal or nominee, turned off and stored in a secure place until the end of the day. Parents will be notified and the PPED returned to the student at the end of the day (as per Schools Reference Guide 6.16.5.2 Seizure of Property).

### **Parent/Carer Expectations:**

- Parents are expected to

- be familiar with the school's Technology policy. Familiarity will enable parents to support students in adhering to the expectations set out in this document.
- discuss the Acceptable Use of Technology agreement
- report any incidents of cyberbullying or unsafe cyber-behaviour that they become aware of to the school or the appropriate authority.
- understand that safe, smart and responsible use of a BYOD is expected.
- sign the BYOD or PPED agreement form if applicable
- use the office primarily as a means of communication to students during the school day.
- understand that the Department of Education and Meeniyan Primary School does not have insurance cover for private items brought to school and BYOD and PPEDs are brought to school with this understanding. *(Personal property is often brought to school by students, staff and visitors. The Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.)*

## **RESOURCES**

- Victorian Government Schools Reference Guide 4.15, <http://www.eduweb.vic.gov.au/referenceguide/>
- Cybersmart program- Australian Communications and Media Authority [www.acma.gov.au](http://www.acma.gov.au)
- Connect-Ed [www.acma.gov.au](http://www.acma.gov.au)
- [www.cybersmartkids.com.au](http://www.cybersmartkids.com.au)
- eSmart School Program -The Alannah and Madeline Foundation
- [www.education.vic.gov.au/studentlearning/elearning](http://www.education.vic.gov.au/studentlearning/elearning)

## **EVALUATION**

- This policy will be reviewed annually.



## Yrs 4-6

# ACCEPTABLE USE AGREEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Meeniyan PS believes the teaching of safe, smart and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> century students spend increasing amounts of time online, learning, publishing and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be responsible for their own actions at all times.

Safe, smart and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

### **Part A - School support for the safe and responsible use of digital technologies**

Meeniyan PS uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to using the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Meeniyan PS we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- use emailing services which are monitored or accessible through DEECD, its approved providers or the classroom teacher
- provide access to the Department of Education and Early Childhood Development's search engine ([www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary)) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have an eSmart program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support, definitions etc )
- work with students to outline and reinforce the expected behaviours on the internet and emailing services

### **Part B - Student Agreement**

Technology is continuously evolving and effective users of technology adapt their understandings to new technologies whilst applying safe, smart and responsible practices.

Underpinning this agreement are three questions I must ask myself when using the internet and digital technology at Meeniyan Primary School.

*Safe- Is this thinking about and protecting the safety of myself and others?*

*Smart-Am I using this technology to support my learning and future use of technology?*

*Responsible-Am I using this technology in a respectful way that upholds the rights and safety of others, myself and my school.*

I agree to be a safe, responsible and smart user whenever and wherever by:

### **Safe**

- talking to a staff member if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- protecting my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images

### **Smart**

- applying knowledge and skills to new technologies
- using technology purposefully for educational purposes and according to the TVPS 3Rs Code of Conduct policy
- seeking to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- thinking critically about other users' intellectual property and how I use content posted on the internet, i.e. plagiarism, and reference sources
- abiding by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- not revealing my password to anyone except the system administrator or the teacher

### **Responsible**

- stopping and thinking about what to post, save or share online
  - being respectful in how I communicate with others and never participate in online bullying or threatening behaviour (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful behaviour)
  - only taking photos and recording sound or video when it is part of an approved lesson or activity
  - seeking permission from staff or individuals involved before recording, storing, posting and publishing photos, video or sound
  - seeking appropriate permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space and in accordance with parent/guardian permission as provided to the school
  - being respectful in the photos I take or video I capture and never use these as a tool for bullying.
  - using social networking sites for educational purposes and only as directed by teachers
  - protect the privacy of others and never post or forward private information about another person using instant messaging in its various forms.
  - using the equipment properly ( e.g. not changing settings, safe transporting, storage, recharging)
  - seeking permission to use technology during 'out of class' time ( recess, wet days, afterschool)
  - not interfering with network security, accessing the data or files of another user or attempting to log into the network with a user name or password of another person without permission,
  - not, downloading, sharing or running unauthorised programs during school hours and on school grounds, including games, or inappropriate material on school devices or Bring Your Own Device (BYOD)
  - only storing and accessing educational and appropriate information on data storage provided by the school ( e.g. servers, cloud storage etc)
  - only use school and DEECD managed and supplied email addresses, access codes and web based sites responsibly and for educational purposes
  - complying with the school's Portable Personal Electronic Device (PPED) policy
  - Asking my teacher if I am unsure about any of the above or have a question regarding appropriate use of IT.
- This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.

### **Part C- Parent Information**

This agreement endeavours to develop a positive and purposeful approach to using technology that can apply to current and new technologies. Meeniyan Primary School aims to develop effective IT practices and attitudes with our students to support them in making safe, smart and responsible decisions both at school and beyond the school gates.

We believe in developing a school-parent-child partnership to achieve this and request that parents take an active interest in the child's use of technology.

Year 4-6 students at Meeniyah PS will be using password protected cloud storage to allow them greater access to their work both in and out of school and increase collaboration between students and teachers and between students. This requires students to action their safe, smart and responsible understandings in this environment.

**ANNUAL CONSENT FORM TO BE RETURNED TO CLASS TEACHER/S**

This consent extends through to March of next year and will be replaced by the subsequent annual consent form.

*I have read the Acceptable Use Agreement carefully and understand the purpose and significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.*

**Student Name** \_\_\_\_\_

**Year Level** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent/Carer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CLOUD STORAGE**

I give my child permission to store their work in the school provided and password protected private Cloud storage. I understand my child's image, name and work will only be used in the public domain according to my wishes as recorded in the TVPS Privacy Statement. These expectations have been discussed with my child and they are aware of my wishes.

**Parent/Carer Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

If you have **any** concerns about this agreement or ideas for making the agreement better contact the Principal or list them below

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

Comments, concerns, suggestions or improvements:

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