



**St Kilda Primary School**  
**Digital Technologies Policy**  
**(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 whole school iPad and laptop program and Year 5/6 1-to-1 personal iPad program]
- (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 St Kilda 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**

St Kilda Primary 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. 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.

St Kilda Primary 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 adults.

### **iPads at St Kilda Primary School**

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased iPad with them to school each day. iPads must be charged each day ready to be used during class time for different learning activities. It is important that students allow enough storage on their iPads to upload school suggested apps and to save media/artefacts that they have created on their device.

St Kilda Primary School has special arrangements with JB Hi-Fi that offers discounted prices for the purchase of iPads for St Kilda Primary School students.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- be an iPad Air or newer (2015 or later)
- be WIFI enabled only (it is not recommended that students bring 3G or 4G enabled iPads to school as this allows them to bypass our secure school WIFI network)
- operate on version iOS 11.0.0 or later
- are signed into the app store using parent/carer apple ID and secure password (known only to parent/carer)
- have at least 16 GB of storage
- have all school suggested apps downloaded ready to use
- are only logged into school issued google email accounts

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

St Kilda Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We have a number of spare iPads at school that students can use to engage in their learning at school.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Chris Borcek, Leading Teacher on 95343993

### **Safe and appropriate use of digital technologies**

All staff members have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment. Cybersafety is of utmost importance and St Kilda Primary School has considered this and the issues around cyberbullying as part of the Student Engagement and Inclusion Policy.

Part of the duty of care is to ensure that all members of the community are fully aware of the expectations at school and home through a range of strategies and resources such as, accreditation as an eSmart School (in process), Acceptable Use Agreements, Quality Beginning Program (QBP), Parent Cybersafety Information sessions and regular information about cybersafety issues on our school website.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At St Kilda 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 St Kilda 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 our annual Cybersafety Programs
- 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
- 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 on our school website.

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, 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 St Kilda Primary School's *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), St Kilda 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 Wellbeing and Engagement and Bullying Prevention* policies.

## REVIEW CYCLE

This policy was last updated November 2018 and is scheduled for review in November 2020

# ICT Acceptable Use Agreement

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as YouTube, Snap Chat or Instagram. While we are proactive in promoting the safe, responsible and ethical use of digital learning technologies at SKPS, we believe this is a shared responsibility with parents/guardians. We encourage families to model safe practice, discuss values with students and educate themselves by attending information sessions conducted by the school on a regular basis. We recommend that parents/guardians familiarise themselves with the SKPS Digital Technology Policy and regularly view all relevant posts on the school website.

## School profile statement

At St Kilda Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies such as our annual cyber safety sessions, Quality Beginning Program and ongoing classroom discussions around the safe, ethical and responsible use of technologies;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

# Safe and responsible behaviour

When I use digital technologies 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 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, 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, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

# My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

## Signature

I understand and agree 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 Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Rationale

St Kilda Primary School supports the belief that through Information and Communication Technologies we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discerning, effective and creative manner.

Our Year 5/6 1-1 iPad Program is for students who have signed and agreed the ICT Acceptable Use Agreement (AUA) and choose to bring a personal iPad to school.

This document forms an addition to the existing ICT AUA which is signed by all students from Years Prep - 6. This agreement is for the duration of the iPad 1-1 Program.

### iPad General Use

- Students are responsible for all information and content on the device, which should adhere to this Acceptable Use Agreement guidelines for ICT (signed at the start of each year).
- The iPad should come to school each day with sufficient charge for the day's activities
- iPads may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the iPad at any time.
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- The school recommends that when using the iPad at home it is use in a family or common area and not in the bedroom

### iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- Parents/Legal Guardians will be asked at the onset of the program to purchase core educational apps from the iTunes Store
- It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend not putting in credit card details and purchasing an iTunes card.
- By using the iTunes software (Software) a user agrees to be bound by the terms and conditions of the Software Licence Agreement
- By using the iTunes Store website (Site) a user agrees to be bound by the Terms and Conditions of Use (Terms of Use) that apply to the website. Parents may choose to use an existing iTunes account to allow access to previously purchased music or other items. We strongly recommend setting up 'Family Sharing' if you already have an existing iTunes account.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

## **iPad Restrictions**

We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the Primary School age group for the different categories. The passcode should not be known by the student.

## **eSmart**

St Kilda Primary School is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and the The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program which students are expected to meet the guidelines.

## **Responsibility for iPad**

It is the student's individual responsibility to ensure that the iPad is looked after. Like all personal items bought to school, the school has no liability for damage or loss of any personal items bought to school.

## **1-to-1 iPad Acceptable Use Agreement Student Section**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

With my parents I have read the St Kilda Primary School 1-to-1 iPad Acceptable Use Agreement (AUA). I agree to follow the rules contained in the agreement. I understand that failure to follow this AUA may result in me having my iPad privileges suspended.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Section I have read the St Kilda Primary School 1-to-1 iPad Acceptable Use Agreement. I give permission for my child to participate. I understand that failure to follow this AUA may result in my child having his or her iPad privileges privilege suspended.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Please record iPad Serial Number here:**

iPad Serial Number: \_\_\_\_\_