Digital Technologies Policy.

Scope:

This policy applies to all teachers, students, visitors, volunteers and contractors at Roxburgh Homestead Primary School.

Definitions

Term	Definition
RHPS	Roxburgh Homestead Primary School
Users	All teachers, students, visitors, volunteers and contractors
Digital Technologies	Include but not restricted to electronic tools, systems, devices and resources that generate, store or process data. This includes social media, online games and applications, multimedia, drones, computer coding, coding robots, productivity applications, cloud computing, interoperable systems and mobile devices

RHPS Commitment and Principles:

Roxburgh Homestead Primary School is providing students and teachers access to the school's Digital Technologies. This includes access to the Education Department Internet access, email, wikis, blogs, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations for all users' acceptable use of the RHPS Digital Technologies resources. The use of Digital Technologies is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that Digital Technologies can be used only by staff, students and associated individuals (Users) and only for, or in connection with the educational or administrative functions of the school.

For breaches of the Acceptable Use Procedures users can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- will be banned from using Digital Technologies
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

Please read thoroughly, sign and return Appendix 2 to the school.

General Unacceptable Behaviour

- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organisation.

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- Users will not use speech that is inappropriate in an educational setting.
- Users will not abuse network resources such as sending chain letters or 'spamming'.
- Users will not display, access or send offensive messages or pictures.
- Users will respect others when they talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour.

E-Mail and World Wide Web

The internet, combined with Digital Technologies, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for users to contribute to the world community on the web. Blogs, social networking spaces such as Facebook and instant messaging tools such as Snapchat and Instagram are now part of staff and students' 'life on the web'.

Users 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
- publish to the web

The School has an important role in preparing users for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our School has developed proactive strategies that help to minimise these risks to our students.

- Users will follow all teacher / instructors instructions regarding the use of the Internet and E-mail.
- Users will always use the Internet and E-mail in a responsible manner.
- Users will ensure that any email they send does not contain inappropriate content.
- When using the Internet, users will only access appropriate information, which is relevant to their work.
- Users will make no attempt to access inappropriate material.
- Users will not go looking for rude or offensive sites.
- Users will ask their teacher to help them get permission if they want to use information or pictures from the web.
- Users will think carefully about what they read on the internet, question if it is from a reliable source and use the information to help them answer any questions. (They should not copy and paste the information as their answer)
- Users are to seek assistance if:
    a. They need help online
    b. They are not sure what they should be doing on the internet
    c. They come across sites which are not suitable for our school
    d. Someone writes something they don't like, or makes them and others feel uncomfortable or asks them to provide information that they know is private
    e. They feel that the welfare of other users at the school is being threatened
- Users agree to use online classroom access and communication tools to enhance their ability to access classroom curriculum material at school and at home. Users will not include unsuitable material or inappropriate language while using these systems.
- Group pictures without identification of individual students are permitted. Student work may be posted with user's first name only.

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Personal Safety

- Users will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.

- Users will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable

- Users will only use their first name on the World Wide Web and email communications (Students will understand the importance of not including surnames and addresses or giving out personal details). Users will respect the privacy of teachers and fellow students by not giving out their personal details or reading their email.

Hardware and Peripherals

- Users will take great care of all Digital Technologies equipment in the school. This includes but is not restricted to computers (Netbooks, Desktops, and Laptops), interactive whiteboards, projectors, T.V, drones, robots, electronic kits, all themes of Lego, digital cameras, printers, scanners, microphones and headphones.

- Users will use the technology at school for learning, use the equipment properly and not interfere with the work or data of another user.

- Users agree to adhere to the RHPS Classroom Netbook Use Policy (policy number RHPS-ICT-1, a copy can be located on the staff share, or on any netbook trolley around the school)

Software and Files

- Software is available to users as an educational resource. No user may install, upload or download software without permission from the school.

- Users will not bring or download unauthorised, unlicensed or illegally obtained software, including games, to the school or run them on school or their personal computers.

- Authorised teachers can access files stored on the school network. Routine maintenance and monitoring of the RHPS data network will be carried out. Users should not expect that files stored on school servers are private.

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Videoconference

- Videoconferencing is a way that users can communicate with other users, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, such as *Skype*, users can see, hear, and speak with other users, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by RHPS staff or by a participating school involved in the exchange in order to share the experience.
- Users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by users apply during all video conference sessions.

Mobile Devices (e.g. iPad, Nintendo DS)

- Users will only use the device for learning purposes as directed by their instructor.
- Users will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
- When using a mobile device as a camera users will:
    a. Only take photos and record sound or video when it is part of a class or lesson
    b. Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
    c. Seek instructor's permission before uploading any content to websites (e.g. *Blogs*)

This Acceptable Use Policy for Mobile Devices also applies to users during school excursions, camps and extra-curricular activities.

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undefinedAPPENDIX 2

ICT Acceptable Use Agreement
Foundation – 6

When I use digital technology, both at school and at home I have responsibilities and rules to follow.

I agree to:
- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at school I agree to:
- behave in a way outlined in the schools' Code of Conduct when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for rude or offensive sites
- use an 'online name' and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  1. I need help online
  2. I am not sure what I should be doing on the internet
  3. I come across sites which are not suitable
  4. someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  5. I feel that the welfare of other students at the school is being threatened

When I use an iPad, iPod or other mobile device at school I agree to:
- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using a mobile device as a camera I will:
- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers)
- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc.

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This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

This User agreement is valid for 7 years.

Student Name: ....

Student Signature: ....

Date: ....

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Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her (including cyber bullying) as outlined in the overleaf. I understand that this agreement is valid for my child's entire primary school life. It is my responsibility to inform the school if anything changes. I will contact the school if there is anything here I do not understand. If there is a situation which concerns me I will contact the school.

Please tick (✓) the boxes you agree with and cross (X) any box you disagree with.

☐ I understand that Internet access is designed for educational purposes at Roxburgh Homestead Primary School. I also recognise, that although the school has supervision and monitoring procedures in place to restrict access to controversial materials, this is not always possible.

☐ I give permission for my child to:
- Access the Internet / Intranet for information within their classroom program.
- Send and receive E-mail to and from other Primary School students, other people and organisations, as approved by the classroom teacher.
- Access video conferencing under teacher supervision.
- Participate in educational blogging and work involving social media to promote student voice.

☐ I agree to my child's written work being published on the Internet / Intranet as deemed appropriate by the school, and within the guidelines of the school.

☐ I agree to my child's photo being published on the Internet/ Intranet as deemed appropriate by the school, and within the guidelines of the school.

☐ I agree to my child having a school appointed email address, allowing them access to cloud computing and online collaborative applications such as (but not restricted to) Google Docs, Google Classroom, Minecraft for education, Microsoft Office 365 or any other online resource deemed suitable by the school .

Parent Name: ....

Parent Signature: ....

Date: ....

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