



Ruskin Park Primary School

DIGITAL TECHNOLOGIES POLICY

(INTERNET, SOCIAL MEDIA & 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 Ruskin Park Primary
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including but not limited to computers, laptops, iPads)
- (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 Ruskin Park Primary.

Staff use of technology is governed by the Department's *Acceptable Use Policy*, *Digital Technologies Policy* and *eSmart 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

Ruskin Park Primary 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.

Ruskin Park Primary 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.



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iPads at Ruskin Park Primary School

Classes at Ruskin Park Primary share the use of iPads. There are trolleys of iPads available to each level to be used during class time for different learning activities. Educational apps have been loaded on the iPads for student use to enhance learning.

Ruskin Park Primary School is currently in the process of updating to new iPads across the school to replace existing outdated iPad models. Over the next two years, Ruskin Park Primary School will be purchasing clusters of 20 iPads per year.

Laptops at Ruskin Park Primary School

Classes at Ruskin Park Primary School share the use of laptops. There are trolleys of laptops available to each level to be used during class time for different learning activities. Laptops are to be used for educational purposes. Students will be trained in the safe use of laptops.

Laptops are leased to Ruskin Park Primary on a three to four year leases.

Digital Cameras at Ruskin Park Primary School

There are currently three cameras available for teachers and students to use at Ruskin Park Primary - one digital video camera, one digital SLR camera and one GoPro. Whilst these are mostly used by members of Film Club, they are available to be borrowed by teachers and suitably experienced students for educational purposes.

Damage

The cost of any accidental damage of digital devices and associated equipment by students will be covered by Ruskin Park Primary.

The cost of any deliberate damage of digital devices and associated equipment by students will be the responsibility of the parents/guardians.

Safe and Appropriate use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Ruskin Park Primary 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 Ruskin Park Primary, 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 activities 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 eSmart
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online



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- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- actively educate and remind students of our school's eSmart policy and ICT Acceptable Use Agreement that outlines our School's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and 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 passwords and not divulge them 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 Ruskin Park Primary's eSmart and ICT Acceptable Use Agreement.

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), Ruskin Park Primary 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



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- other consequences as outlined in our school's eSmart policy and ICT Acceptable Use Agreement.

REVIEW CYCLE

This Policy was ratified by School Council in June 2019



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ANNEXURE A: ACCEPTABLE USE AGREEMENT

Appendix: 1 – Ruskin Park Primary School Acceptable Use Agreement



Foundation to Year 2

ICT ACCEPTABLE USE AGREEMENT

When using the Ruskin Park Primary School computers or the online services of the Department of Education students must agree to the following rules:

- I will use a school computer or tablet only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers and tablets.
- I will log off when I have finished using a computer.
- I will tell my teacher if I think someone is not using the computer correctly.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will take care when using the computer equipment and will not change the school computer settings.
- I will only download or upload material to the school network and the Internet with permission of a teacher.

I understand that:

- I will be responsible for my actions while using computers and online services at school
- I can have my computer privileges withdrawn if I do not follow these rules as stated in Ruskin Park's eSmart policy.



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I agree to abide by the acceptable usage agreement for school students.

Name of Student: _____ **Signature of Student:** _____

Name of Parent: _____ **Signature of Parent:** _____

Date: _____



Appendix: 2 – Year 3 to 6
ICT ACCEPTABLE USE AGREEMENT

When using the Ruskin Park Primary School computers or the online services of the Department of Education students must agree to the following rules:

- I will use a school computer or tablet only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers and tablets.
- I will not let anybody else know my password.
- I will not let others log on and/or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services and / or school network accounts.
- I know that I am responsible for anything that happens when my online services or network account is used. This also means I will log off when I have finished using a computer.
- I will tell my teacher if I think someone is using my online services or network account.
- I know that the school and the Department of Education may see anything I save in online file storage services
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use other people's work (including items that I have taken from the Internet), as part of my research and study I will always acknowledge



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them

- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent or racist, or content that is offensive, disturbing, or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will take care when using the computer equipment and will not change the school computer settings.
- I will only download or upload material to the school network and the Internet with permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses.

I understand that:

- I will be responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in the Department of Education and Ruskin Park Primary School's policy.

I agree to abide by the acceptable usage agreement for school students.

Name of Student: _____ **Signature of Student:** _____

Name of Parent: _____ **Signature of Parent:** _____

Date: _____