Digital Technologies Acceptable Use Policy

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 1-to-1 personal device program or insert other appropriate programs as relevant to your school]

(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 Aitken Creek Primary School.

Staff use of technology is governed by the Department of Education'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 ACPS

Aitken Creek 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.

Aitken Creek 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Aitken Creek 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 Aitken Creek 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
- 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 *School Wide Positive Behaviour Support* framework 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 *(see Appendix 1)*
- 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 the 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.

- provide a secure storage unit where digital technologies are stored when not in use, including during breaks.

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 *(see Appendix 1)*.

It is the responsibility of all students to protect their school provided account details 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 and/or Head of Department, 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 technology 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.

BYOD - iPad Program Policy at Aitken Creek Primary School

Aitken Creek Primary School operates a Bring Your Own Device (BYOD) program, which means students are actively encouraged to bring their own purchased iPad with them to school each day.

Classes at Aitken Creek Primary School are delivered with the use of iPads. Students participating in the program must bring a charged iPad to school each day to be used during class time for different learning activities.

Students participating in the BYOD Program must have an iPad that:

- is brought to school in a labelled protective case
- is brought to school with sufficient charge as charging at school is prohibited
- has a secure Apple ID account created by a person who is at least thirteen years old
- has access to the approved school apps provided on the iPad App form *(see Appendix 2)*
- is disconnected from a 3G, 4G or 5G network
- does not contain offensive or illegal materials

Students should not use iPads within the school grounds before or after school hours and must remain in their school bags until they enter the classroom or exit the school grounds. iPads used for educational purposes both inside and outside the classroom will be under supervision from Aitken Creek Primary School staff. Under the policy agreement, teaching staff have the right to request access to the history content and data of all iPads at any time.

The use of privately owned iPads while at school will follow the same regulations as applies to our existing digital technologies.

Please note that the 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.

Aitken Creek Primary School has in place arrangements to provide a school-owned iPad to classes, where available, for shared use.

Students, parents and carers who would like more information or assistance regarding the BYOD program are encouraged to contact the classroom teacher.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Aitken Creek Primary School's *School-Wide Positive Behaviour Support* framework, *Student Wellbeing and Engagement* policy and other related policies.

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), Aitken Creek 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 school-provided cloud/drive privileges
- removal of internet access privileges

- other consequences as outlined in the school's *Student Wellbeing and Engagement* and other related policies.

Internet Safety (eSafety)

Aitken Creek Primary School is a registered eSmart school. This is a whole school program designed in conjunction with the Department of Education and Training and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program and students will be expected to meet the guidelines.

This includes, but is not limited to:

- using abusive or obscene language
- logging on using another user's account
- sending and/or opening "spam" (bulk and/or unsolicited e-mails)
- revealing personal information in any communications (including photos)
- taking photos of others without their permission
- posting images of others without permission
- recording audio or visual material of others without permission

Review

This policy was last updated in February 2020 and is scheduled for review in February 2022.

Digital Technologies Student and Parent/Guardian Acceptable Use Agreement

Only the wireless internet gateway provided by the school is to be used. 3G, 4G and 5G networks are not to be used.

The student will be responsible for their own device and protective cases are required. Names should be clearly labelled. iPads will be locked in secure units during breaks and when students are in specialist classes, unless they are required.

Aitken Creek Primary School takes no responsibility for any loss or damage incurred to personal owned devices, either at school or in transit to and from school, and insurance is the responsibility of the family.

Any issues with the device are the responsibility of the student/family to resolve.

General Care at School and Home

1. Heavy objects should never be placed or stacked on top of digital technologies. This includes bags, books, musical instruments, sports equipment etc.

2. Use both hands when carrying any digital technology device

3. iPad covers should be in place at all times

4. Always put digital technology in a safe place when it is not being used.

5. Keep digital technologies away from drinks, other liquids and rain to prevent damage.

6. Take care when inserting and removing cords to digital technologies. Never force cords in as it may cause damage.

7. Do not expose the digital technology to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

Student Responsibilities

The use of digital technologies at school is a privilege. Inappropriate or unauthorised use of the device at school may result in this privilege being removed. Digital technologies are to be used in accordance with the ACPS Digital Technologies Policy, School Code of Conduct and other related policies. The student must agree to the following conditions:

1. I will follow all of the rules as stated in the ACPS Digital Technologies Policy

2. I will take good care of all digital technologies

3. I will only use digital technologies during class time when allowed by the classroom teacher.

4. I will only use digital technologies with the permission of my teacher.

5. I will not use digital technologies during recess or lunchtime, unless I have permission from my teacher during inside play (e.g. clubs)

6. I will not remove any digital technologies from the classroom without the teacher's permission.

7. I will take care when transporting my device to and from school, and will ensure that it is in a waterproof cover in my school bag at all times. I will not drop, kick or throw my school bag when it contains my iPad.

8. I will use digital technologies in ways that are appropriate, meet school expectations and are educational.

9. I agree that any inappropriate use of digital technologies will result in school discipline that may include (but not limited to) the confiscation of the device for the remainder of the day, loss of the privilege to use the device at school and/or school suspension.

Inappropriate use includes but is not limited to:

- visiting inappropriate websites.
- possessing inappropriate material including pictures, music and videos.
- using inappropriate apps.
- unauthorised use of the device.
- using the camera to take pictures or videos without the teacher's permission.
- uploading any material, such as media or files, without the teacher's permission.
- using language considered inappropriate according to the School Code of Conduct.

10. I will not download any apps, music or videos at school without a teacher's permission.

11. I understand that apps downloaded for personal use are not to be accessed at school (e.g. games and social media).

12. I will bring the iPad to school each day sufficiently charged for school use. I understand I will not be able to charge my iPad at school.

13. I am aware that photos, audio and videos of other people taken on my iPad may not be uploaded to the Internet without their permission.

Family Responsibilities

1. It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home.

2. Parents/guardians are responsible for monitoring their child's use of the iPad/internet at home. A family discussion and agreement is recommended.

3. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.

4. Parents/guardians are responsible for downloading the school required apps on the device.

5. Parents/guardians are responsible for syncing all updates on the iPad.

6. All material on the device should be legally licensed and suitable for a primary school aged child.

7. A jail broken device will not be added to the school network. If an iPad is discovered to be jail broken at a later stage then it will not be able to be used at school until it is restored to a standard state.

8. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack.

We have read, understood and agree to follow all responsibilities as outlined in the ACPS Digital Technologies Policy and the Student and Parent/Guardian Acceptable Use Agreement.

Student and Parent/Guardian Acceptable Use Agreement:

Grade: _____

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Date: _____