

Digital Technologies Guidelines



Beaumaris
Primary School



Digital Technologies Guidelines

Rationale

Online Services provided to students at Beaumaris Primary School will only be used for learning related activities and require informed parental consent and appropriate management.

Background

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to develop protective online behaviour. Beaumaris Primary School makes every reasonable effort to achieve this by educating and informing students and parents by putting measures in place to monitor email traffic and internet access. All activities conducted using the Department's online services may be logged and accessed for administrative, legal or security purposes.

These guidelines have been developed to assist teachers to put in place school-based processes and procedures that will both protect and inform students and parents in their use of Beaumaris Primary School online services. At our school, we continue to work under the guidance of the Australian eSafety Commissioner along with ySafe's recommendations. The policy closely aligns with our explicit behaviour expectations in the use of digital technology.

Behaviour Expectations

	We are Respectful	We are Responsible	We do our Best	We are Safe
Using Technology	<ul style="list-style-type: none">• Keep passwords private.• Follow directions of staff when using technological equipment.	<ul style="list-style-type: none">• Follow the Digital Technologies guidelines.• Sign and abide by the Online/Usage agreement.• Report problems to the teacher.• Use technology for learning.	<ul style="list-style-type: none">• Only complete/submit work that you have produced.• Use technology appropriately to support your learning.	<ul style="list-style-type: none">• Be cyber safe.• Only access websites (in line with school guidelines)• Close all apps/log off and safely store when not using digital technology.

Procedures

Access and Security:

The Principal must:

- provide students access to online services-enabled computers/tablets within the limits of available resources.
- advise parents that while Beaumaris Primary School will make every reasonable effort to provide a safe and secure online learning experience for students when using the school's online services, it is not possible to guarantee that students will not be exposed to inappropriate material.
- advise parents that any Internet browsing by their child at home or from other non- school locations, will not be via Beaumaris Primary School's online services and therefore will not be filtered by the school.
- approve any material planned for publication on the Internet and verify appropriate copyright and privacy clearance.

- ensure that all new staff receive an induction course outlining safety protocols and whole school procedures for use of digital technology, students online and device management.
- where appropriate, communicate to parents' student misuse of digital technology.

Teachers must:

- provide appropriate supervision (within line of sight and in close proximity to the teacher) for students using the Internet and other online services at school.
- where appropriate, issue and maintain student passwords in a confidential and secure manner, with additional consideration and provision given to early primary and special needs students.
- provide appropriate platforms for internet research (Kiddle search engine, CONNECT community and guided research with QR codes) to minimise the risk for students online.
- ensure that all students participate in an induction process outlining the use of digital technology, students online and device management.
- review expectations in digital technology and cyber safety on a regular basis.
- Make explicit links to the Positive Behaviour expectations so students are aware of the importance of being safe, responsible, respectful and at their best when using digital technology.
- Employ accountability strategies for students such as Airplay, collaborative iPad use and student iPad allocation in Blocks.
- Provide students with login details for wifi that align with Department of Education policy (student login on DAM)

Conditions of use:

Teachers must receive an *Acceptable Usage Agreement* signed by the student or parent before granting students access to online services (See Appendix 1)

Personal information, privacy and confidentiality:

The Principal must gain written permission before publishing video recordings, photographs or comments relating to their students.

Teachers must advise students they should not reveal personal information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others.

Intellectual property and copyright:

Teachers must advise students of the need to:

- be aware of the legal requirements regarding copyright when downloading information;
- gain permission before electronically publishing users' works or drawings;
- acknowledge the creator or author of any material published; and
- observe appropriate copyright clearance including acknowledging the author or source of any information used.

Misuse and breaches of acceptable usage:

The Principal and teachers must:

- follow procedures for fairness and due process where there is an alleged misuse or breach of this policy including investigating any reported misuse and, where possible, accurately retracing misuse to the offender;
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and

- promptly address the online publication of defamatory material about staff or students.
- Teachers must inform students:
 - of the consequences of breaches caused by them allowing any other person to use their online services account;
 - that the consequences of misusing online services will be withdrawal of access to online services and other consequences outlined in the *Positive Behaviour in Schools* policy; and
 - of their possible legal liability for offences committed using online services.

Reporting misuse, breaches and inappropriate material

Principals must report to the *ICT Customer Service Centre* any suspected technical security breach by users of Department Online Services outside the school as well as security breaches within the school that the school cannot resolve.

Classroom agreements

Each classroom will discuss the appropriate use of devices and online use. A classroom agreement in the form of an iPromise statement must be displayed in the classroom. Where a student is unable to safely store a mobile phone in their school bag, they must hand it to the classroom teacher who will place the device in a secure location for the duration of the school day.

Escalation process for misuse of digital technologies (*Including mobile phones*)

If a student is seen misusing a device including online use with a med/high level behaviour it will be reported to administration by the teacher immediately. The following escalation process will be followed:

- | | |
|---------------------------------------|--|
| | 1. Verbal Warning |
| | 2. Loss of access to the device for one hour lesson |
| <i>Entry for medium level</i> | 3. <u>Loss of access to the device for one day (parents notified)</u> |
| <i>Entry for high-level behaviour</i> | 4. <u>Loss of access to the device for one week (parents notified)</u> |
| | 5. <u>Loss of access to the device for the remainder of the term/year (parents notified)</u> |

* Step 5 would require a behaviour management plan before device is reinstated according to the *BPS Behaviour Management Policy*.

Examples of low-level misuse that may result in loss of access:

- time wasting (i.e. playing games, taking selfies when not required as part of the task, playing music etc.)
- plagiarism of online content
- unauthorised access of online sites (i.e. YouTube - of a low level nature); and
- leaving your device unattended.

Examples of medium level misuse that may result in loss of access:

- downloading apps without permission
- changing settings without permission
- plagiarism of online content (medium level)
- accessing inappropriate material (medium level)
- misusing other people's images/property; and
- using the iPad in a careless way (physical).

Examples of high-level misuse that may result in loss of access:

- using another student's device or ID without permission
- intentionally damaging a device
- accessing inappropriate sites (high-level)
- bullying or intimidating other people online.

***** Note: Extreme cases of inappropriate online use must be reported to the ICT Customer Service Centre through the Principal. In med/high level behaviour cases a student will also be required to participate in a counselling session with the School Chaplain before being allowed to access online content on a device. *****

BEAUMARIS PRIMARY SCHOOL ONLINE/DEVICE USAGE & MOBILE PHONE AGREEMENT YEARS K-6

Dear parents/care giver,

Technology is an important part of education and to support our students' development of responsible, respectful, and safe practices with digital technology, we have outlined below some expectations. Please read these rules with your child and discuss the reasons why it is important to follow them.

Device Access

Beaumaris Primary School has invested in Apple devices as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

The Internet

These devices require a wireless network to access the Internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

Mobile Phones

Mobile phones can be an effective means of communication between parents and their children before and after school hours. While there may exist a need for students to carry a mobile phone on school premises, their use is to be governed as per the guidelines. Mobile phones are also a medium for bullying and inappropriate usage and as such will be strictly controlled within the school environment, as per the guidelines.

Parents/care giver

It is important to have discussed with your child the following rules for device/online use and mobile phones at school:

- I will ask the teacher first before using an iPad.
- I will follow all instructions from teachers when using devices at school.
- I will tell the teacher if I think someone is not using an iPad properly.
- I will tell the teacher if I see information that is unsafe or offensive.
- I will make sure that any communication that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will respect and not damage, disable or change devices or device settings of the school.
- I will not use an iPad to be mean, rude or unkind about other people.
- My mobile phone will remain secured and left with the classroom teacher.
- Use of a mobile phone, without consent, during school time will result in it being confiscated by the teacher and it will be returned to me at the end of the school day.
- Repeated misuse of a mobile phone will result in my parents collecting the device from the office at the end of the school day.



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BEAUMARIS PRIMARY SCHOOL ONLINE/DEVICE USAGE & MOBILE PHONE AGREEMENT YEARS K-6

Dear parents/care giver,

I understand that the Internet can provide my child with valuable learning experiences. I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage and mobile phone agreement with my child.

I believe _____(Name of student)
understands the responsibilities of online device and mobile phone use and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

My child understands that if he/she uses the internet, an iPad or mobile phone in a way that he/she shouldn't, he/she may not be able to use these in the future as outlined in the Beaumaris Primary School Digital Technologies Guidelines.

Parent or Guardian's name: _____

Parent's Guardian's Signature: _____ Date: _____

iPromise

I promise not to leave the iPad on the floor.

I promise to follow teacher directions when using the iPad.

I promise to treat the iPads gently and with care, holding the iPad with both hands.

I promise to be respectful and not interrupt when other people are recording.

I promise to share and take turns.

I promise to save my work when I have finished my turn.

I promise to return the iPad with all the apps closed.



iPromise



We can use our iPads for:

- School work
- Research
- Note taking.
- Productive texts (*Pages, Keynote, iMovie, etc*)
- Sharing information (*Seesaw, Showme, Kahoot*)
- Communicating (emails)

Responsibilities:

I promise to be responsible for the security of all my accounts (log off).

I promise to put my iPad back in the front cupboard at the end of every day.

I promise to be responsible for the care of my iPad.

- Not to leave it on the floor.
- Hold it with two hands.

I Promise not to:

- Waste time, play games, take selfies, look at inappropriate websites, play music or leave my iPad unattended.
- Download anything (unless permission is granted), change the settings, access inappropriate material, misuse other people's images/property or use the iPad in a careless way (physical).
- Use another student's iPad or ID without permission, intentionally damage and iPad, access inappropriate sites, bully or intimidating other people with an iPad.