

Cobains Primary School

DIGITAL TECHNOLOGY

POLICY

Rationale:

The purpose of this policy is to outline acceptable and unacceptable practises when using technology resources at Cobains Primary School and provide information to the community of school, parent, teacher and student responsibilities.

Aims:

Cobains Primary supports the development of appropriate skills to access, understand, participate, evaluate and create content using digital technology. In particular, Cobains Primary School acknowledges that students should always demonstrate our school expected behaviours of being respectful, responsible and safe when using technology. All members of the community should be aware of concerns regarding privacy, cyber safety and appropriate online activity, and act in accordance with these principles at all times.

We believe in teaching students how to act responsibly online by providing students with access to emerging technology and the use of digital technology in a safe and secure environment. We believe in the innovative use of technology to develop students' problem solving skills, and promote the upskilling of both teachers and parents in the use of technology through technical support and professional development.

Implementation:

Range of Digital Literacy Tools

Teachers will explore and use a wide range of digital tools to enhance and develop student learning. Professional development opportunities will be provided to up skill staff in the use of these tools.

Students will be given access to a wide range of networked and online tools to enhance their learning. Tools will be chosen based on their terms of service, security and privacy. Use of tools will be moderated at all times, as students are taught about safe and appropriate use of online technologies.

Tools may include emails, blogs, wikis, video conferencing, presentation tools, website creation (for example, Weebly), mobile apps and online communities, in a moderated and monitored environment. As this list is constantly changing as the online world evolves, a list of tools currently used will be available from the school office.

BYOD (Bring Your Own Device)

Staff are permitted to connect personal devices (including tablet computers, portable devices and mobile phones) to the network for educational purposes, as approved by the Technician.

Students are not permitted to have in their possession at school electronic devices, including those with network connectivity (for example, mobile phones, tablets). Such devices, if brought to school, must be signed in and out of the office during school hours. If students are caught with these devices during the school day, they will be confiscated, and need to be collected from the office by a parent or guardian.

**Online
Behaviour**

All technology users should be aware of the appropriate use of technology and the possible hazards, including cyber bullying, inappropriate online content, disclosure of personal information and the safe use of hardware.

- All staff as technology users are responsible for the ongoing monitoring of their own and students' technology usage, to ensure they are complying with the terms outlined in this policy and the Digital Technology Student Acceptable Use Agreement.
- All online activity will be directly supervised by staff and shall be for educational purposes only.
- Users of technology will demonstrate our school expectations of being safe, respectful and responsible at all times when working online.
- Users of technology will be taught about and demonstrate integrity when working online, representing themselves truly and respecting the intellectual property of others at all times.
- Users of technology will be taught about and act in accordance with privacy expectations, respecting the privacy and rights of others. Students may be identified by first name, last initial, photo and school when working online, to respect privacy but develop a positive online presence.
- Inappropriate online behaviour, or failure to follow these guidelines, will result in discipline in accordance with the Digital Technology Student Acceptable Use Agreement.

**Use of the
Internet**

The Internet is available for all students in Grades Prep to 6 to use throughout the school. All use of the Internet will be directly supervised by school staff.

While using the internet, all students are expected to abide by the rules set out in the Digital Technology Student Acceptable Use Agreement.

Breaching these rules will result in appropriate consequences which may include :

- Network access suspension for a given period of time
- Suspended computer access
- A "Rethink" Plan

**Student
Responsibilities
(Behaviour)**

Students will:

- follow the agreement made in the Digital Technology Student Acceptable Use Agreement at all times
 - not keep any unacceptable or inappropriate material on the network, or keep files that threaten the integrity of the network
 - not install programs onto the networks' computers, or attempt to copy software made available for use on the network
 - keep their passwords secure and private and not attempt to discover anyone else's password
 - only access or publish information they have permission to use.
 - be mindful and respectful of cyber safety when working online, at all times.
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**Teacher
Responsibilities
(Behaviour)**

Teachers will:

- introduce or review the Digital Technology Student Acceptable Use Agreement every year as part of the Setting Up for Success program, and revisit this on a regular basis.
 - explain to students their responsibilities as outlined in the Digital Technology Student Acceptable Use Agreement and working in online environments as per the School Wide Positive Behaviour matrix
 - inform the Principal if there is a breach of this policy or the Agreement.
 - teach students about acting safely and responsibly online and respecting the privacy and intellectual property of others
 - encourage students to be cybersafe and report instances of cyber-bullying or unsafe online behaviour
 - supervise the use of technology by students at all times. This includes use of the network and online tools.
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**Parent
Responsibilities
(Behaviour)**

Parents will:

- read through the Digital Technology Student Acceptable Use Agreement with their child
- return the signed Agreement for every child each year
- understand that students will not be able to use the network until we have received a signed copy of the Agreement
- discuss appropriate online behaviour with children at home to ensure safe practises are reinforced

Evaluation:

- This policy will be reviewed annually as part of the school's regular review cycle

This policy was ratified by School Council	October, 2016
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