eSmart Policy (Digital Technologies)

Rationale

The use of technology to enhance teaching and learning is a means to improve student outcomes and optimise student potential. The ability to locate, analyse, synthesise and communicate appropriate information of good quality is essential in today's information rich society. It is, therefore, important to develop these skills in our students and staff. Technology is a tool for change, for learning, for collaboration and communication. It can be integrated into all learning areas.

Access to the digital technologies is a privilege, not a right; access involves responsibility. The responsibility for acceptable use of electronic communications is shared between students, families and the school.

Digital Technologies include any mechanical or electronic item that is capable of playing, recording, storing or transmitting sounds, images, data or games. A portable electronic device includes such items as mobile phones, digital cameras, iPods/iPads, hand held electronic games, portable DVD players, MP3 players, microphones.

Aims

• To provide students at Altona Green Primary School with access to a range of internet, email and digital resources for educational purposes.
• To ensure a safe working environment is provided for students and staff when using electronic technology resources at school.
• For students to use digital technologies in a responsible manner that complies with the eSmart and Acceptable Use Policies

This policy covers students for Grades P-2, Grades 3-4 and Grades 5-6 when they attend Altona Green Primary School. It needs to be signed on enrolment and then reviewed and re-signed by the student again when the student enters grade three and grade five.

Acceptable Use Agreement

1. Responsibility

- Students are to use school based digital technologies as specified by teaching staff for learning purposes.
- Students are to follow our shared school values (KEFAR) when using digital technologies and in accordance with school policies such as our Equal Opportunity Policy and Anti-Bullying Policy.
- Any student who brings a personal electronic device to school will be required to leave it at the main office, at the start of the school day and collect it at the end of the school day. (It is strongly recommended that these devices are not brought to school).
- Personal electronic devices may be allowed during special Electronics Days and in agreed circumstances. Only 'G' rated games are permitted at school during these occasions. These items need to be clearly labelled with their name.
- The school cannot accept responsibility for theft, loss or damage of the devices.
- Any student who is using a personal electronic device inappropriately and/or not in compliance with the school policy will have the device confiscated and returned at the end of the school day. Parents/caregivers will be informed of the infringement.
- Students who are misusing school based digital technologies will have their privileges withdrawn. Action will be in accordance with our Student Engagement Policy.
- Students are required to only use the school provided storage devices (USB) for saving and storing files. Students are only allowed to keep school related data on their USB.

2. Information

- Students will be made aware that some information accessed through the internet or other electronic communications may not be accurate.
- Teaching staff will assist students to develop skills to validate information found on the internet.
- Students will be taught to acknowledge the source of internet material used in the preparation of their own work, developing an awareness of copyright obligations.

3. Safety

- Altona Green Primary School is committed to the provision of safe, educationally relevant access to digital technologies for students; students will always be supervised by teaching staff when using these resources at school, including during lunchtimes, when students may use digital technologies, such as during an inclement weather timetable.

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- The school will provide access to Cyber Safety Programs through the *Friendly Schools Plus* and *Bounce Back* programs for students, staff and school community.
- The school uses a DEECD approved Internet Service Provider, which operates a filtering service for electronic communications in order to minimise the risk of exposure to inappropriate material.
- The school also uses further software on our computer network in order to manually block any inappropriate web sites which are not automatically blocked by our Internet Service Provider's filter.
- Students will be instructed to inform a teacher if they encounter any inappropriate material when using electronic communications resources.
- Students will be instructed to report to a teacher any incidents of the misuse of technology that causes harm to any member of our school community when at school or using technologies outside of school.
- Students who use technologies outside of school to cause harm to any member of the school community will be dealt with in accordance with the Student Engagement Policy.

4. Privacy

- Students should not reveal any personal information such as their full name, home address or telephone number, or the contact details of others, in their electronic communications.
- Students should only access their own network files, USB files and user accounts.
- Students should let a teacher know if anyone asks for this information while using electronic communications resources.
- Any photos taken at school will be for school use only and are not to be used or shared outside of school.

5. Internet Publishing

- Student work and images may be published only on the Altona Green Primary School web site or newsletter in order to promote and publicise curriculum activities and school events.
- The use of student images on the school's web site will usually be in the form of group photographs
(three or more students). If individual photographs (less than three students) are to be used these will only be published after making contact with parents/guardians to gain consent.
- Student work and images published on the school's web site and newsletter will only be identified by first name or class.
- Families are not permitted to upload photos to the internet of other students or teachers without permission.

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6. Blogs, wikis, social networking sites, Superclubs Plus, etc.

- Staff will receive training in using these technologies before they are implemented in the classroom.
- Teachers and students will use the DEECD recommended technologies in the classroom, e.g., Edublogs for blogging.
- Before students are given access to these digital technologies staff must be clear of who the responsibility for moderating these sites and ensure that students use the technologies in line with safety expectations (see 3. Safety).
- Before students are given access to these digital technologies staff and students must be clear of the safety rules and expectations (see 3. Safety) that all must adhere to when using them in the classroom.
- Students will be taught how to use these technologies in a manner which shows them demonstrating our shared values (KEFAR).

Students are legally liable for the misuse of the computer and if misuse occurs, the police may be contacted.

Evaluation

This policy will be reviewed as part of the school's review cycle, or as required.

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Student Agreement:
- I will always follow the KEFAR values when using digital technologies.
- I will use school computers only with teacher permission and follow instructions from the teacher.
- I will take care of hardware and software.
- I will only use school software.
- I will not use school computers for anything that is against the law, is wasteful of resources or which will inconvenience others; for example
  . Printing more copies than needed.
  . Printing directly from the internet.
  . Downloading music files, games, videos, live sites or streaming.
  . Changing the settings on computers.
  . Damaging or disabling computers or equipment.
- I will only access/work on my own work which is stored in my own folder/file or on my removable disk/thumb drive.
- I will only use the Altona Green Primary School USB.
- I will only keep school related data on my USB and in my files/folders.
- I will only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing any social networking sites.
- I will not give out any personal information.
- I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate.
- I am aware that the school can check computer files and monitor internet usage.
- I will report any cyber-bullying I see or receive to a teacher.
- I will acknowledge the source of information, images etc used in my work and will not copy someone else's work.
- I will hand in any personal electronic devices to the main office at the beginning of the day.
- If I break any of these rules, then I will be unable to use the computers at school for a specified time. I will need to renegotiate how I use the computers at school.
- I know that I am legally liable for misuse of the computer and if misuse occurs the police may be contacted.

Student Name: **Signature:**   **Date:**

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Parent/Guardian Agreement:
I give permission for my child to use digital technologies, under teacher supervision, whilst they are enrolled as a student at Altona Green Primary School.
I will discuss the implementation guidelines outlined in this acceptable use policy with my child in order to support them in the responsible use of electronic communications at school.
I understand that student work and group images may be published on the school's web site, and that I will be contacted to give consent should individual images be required.

Parent/Guardian Name: **Signature:**   **Date:**

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