



# Digital Technologies

## POLICY

### Rationale:

At Woodville Primary School, information and communication technologies will be used effectively to provide a unique and powerful opportunity to enhance student learning.

### Aims:

- To provide experiences for students to develop creative and analytical thinking.
- To enhance learning opportunities and broaden the scope of learning through routine use of e-learning devices.
- To develop 21<sup>st</sup> century skills and knowledge to produce useful products and find practical solutions to real life contexts.
- To support greater engagement of students in all curriculum areas.

### Implementation:

- An e learning facilitator will be appointed to our school to lead a team which will provide whole school direction and expertise in the use of technology
- Our e-learning program will involve an e-learning statement for each year level.
- Evidence of e-learning will be found in all work programs.
- An e learning plan will be developed that reflects and builds upon the objectives detailed in AIP, SSP as well as department initiatives.
- The School will provide sufficient funds to ensure the purchase of high quality technology that will assist in increasing student learning outcomes and continue to meet the 1:2 ratio requirements.
- All staff will be required to include e learning as a part of their professional development plan.
- Staff will be continually up skilled through the use of internal Professional Learning.
- Technical support and local technicians will provide specialist expertise when required.
- The school will develop and maintain a current and interactive website.
- The school will maintain up to date e-learning devices to facilitate rich learning experiences.
- An allocation for software will be assigned, in order to comply with Australian Curriculum/AusVELS priorities.
- Working IWB will be provided in all learning areas of the school.

### INTERNET POLICY

The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting.

There is information that may be judged as inaccurate, or unsuitable. Woodville Primary School does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in the responsible use of this vast reservoir of information.

### Proper and Acceptable Use

The use of the Internet, including the world wide web on any device at Woodville Primary School must be in support of education and academic research and consistent with the educational objectives.

### Unacceptable Uses of the Internet

- Searching, viewing or retrieving materials that are not related to school work.
- Downloading of unauthorised games, music, or movies

- Copying, saving or redistributing copyright materials (users should assume that all material is copyrighted unless explicitly stated)
- Subscription to any services or ordering of any goods or services
- Sharing of students passwords, home phone numbers or address or any other private information
- Playing games or using other interactive sites unless specifically determined as educational
- Any activity that violates a school rule, or local state or federal law
- Using technologies to share any materials that are deemed offensive
- Participating in behaviours that may be deemed as harassment or bullying

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate materials he or she should close the browser immediately.

Misuse or violation of the terms of this agreement will result in suspension of a student's access to the Internet. Any action taken by a student which is a violation of a school rule will be subject to the usual disciplinary actions.

**Please note:** All students and parents will need to sign an Acceptable Use Agreement.

## COPYRIGHT POLICY

### **Department Copyright of Software Policy**

Ensuring the prevention of software theft is both a managerial and individual employee responsibility. Both corporate and individual users of software are subject to the provisions of the Copyright Act 1968 which allows the imposition of corporate penalties and penalties against individual users resulting in fines and/or imprisonment. Illegally copied software may also carry with it a high risk of computer virus infection. Subsequent eradication of virus infection may not easily be achieved and may be too late to prevent destruction of sensitive or vital data.

### **The Departments Policy on Software Copyright**

- (1) Unauthorised copying of software is illegal under the Copyright Act 1968 and is strictly forbidden.
- (2) Use of illegal copies of software is illegal under the Copyright Act 1968 and is also strictly forbidden.
- (3) Responsibility for ensuring compliance with (1) and (2) above rests with all users of PC software and specifically managers of local work areas and Principals in the case of schools.
- (4) Only legitimately acquired software may be used and only in accordance with all applicable licence conditions.
- (5) Disciplinary action may be taken by the Department against person or persons engaging in the unauthorised duplication and use of software. Persons found guilty of unauthorised copying of software may also be liable to penalties, under the Copyright Act 1968.
- (6) Only software that has been legally purchased is to operate on DEECD equipment.
- (7) Individual work units should establish and maintain a software register (to include software, name, serial number of product, date of purchase, location of software) to enable verification of software compliance.

### **School Copyright Policy**

- Pirated, ripped and burnt games, movies and songs are forbidden
- Educational games are to be allowed at teachers discretion
- At teacher discretion any content deemed unsuitable for educational purposes, will be deleted.

## PERSONAL DEVICES IN SCHOOLS

It is the policy of Woodville Primary School that no personal devices be brought to school. This ensures a consistent approach across the school environment. Personal devices can be a source of viruses and unlicensed software,

resulting in the potential jeopardy of the security and integrity of our school network. In support of the department policy, personal devices cannot be put onto the school network. Therefore, access to the internet is not achievable.

**Students at Woodville Primary School have a responsibility to ensure that they:**

- hand in mobile phones to the office before school and collect them at the end of the day
- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying
- do not share their passwords with anyone to protect their own (and others) privacy and personal information.
- not uploading or passing on any content that may be harmful or hurtful to others.
- not uploading content about or by others without their consent

**Social Media**

Facebook will not be used by students at Woodville Primary School. The school Facebook page is administered by the Principal and nominated staff.

**DIGITAL DEVICE POLICY**

Woodville Primary School uses devices as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each parent and student involved in the Digital Technologies Program at Woodville Primary School has been asked to agree to use the Internet responsibly. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Digital Technologies Program provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities. It is our vision that the Digital Technologies Program will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. *'Anywhere, anytime, inclusive, engaging learning.*

**Personal Devices in schools:**

- It is the policy of Woodville Primary School that no personal learning devices be brought to school. This ensures a consistent approach across the school environment. Personal laptops, Devices and iPads can be a source of viruses and unlicensed software, resulting in the potential jeopardy of the security and integrity of our school network. In support of the Department policy, personal laptops or devices cannot be put onto the school network. Therefore, access to the Internet is not achievable.

**Usage Guidelines:**

- Students must adhere to Woodville Primary School's Acceptable Use Contract at all times. This includes usage out of school hours.
- Students must carry digital technologies in an approved protective case at all times. Digital Technologies comes with a pouch or cover for this purpose.
- Games are not to be accessed through the network or played on devices at school.
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the Internet Usage Policy (within this document).
- The set up and configuration of the device is not to be changed
- Students are not to install other programs or applications unless under the direct supervision of a staff member. Work can be saved on the school network when at school or emailed to self at home.
- Students may not disassemble any equipment. All repairs will be organised by the school.

- **At school, devices must be secured in storage lockers** in the classroom, whenever they are not in the student's direct possession or being used, such as at recess and lunchtimes. Devices should not be left unattended in classrooms.
- All games and music used on the device must be legitimate and not pirated. You must respect copyright.
- The school cannot permit students to use illegal software. All software on the device must be licensed. Unauthorised copying of software or information belonging to others is prohibited.
- Students are responsible for backing up data to external sources or the cloud.
- Students are responsible for the safety and integrity of their data. Students are encouraged to use a memory stick and the school's network storage area to back up their work or the online Cloud in Dropbox for iPads. The school accepts no responsibility for lost data.
- Reformatting of the hard drive or iOS updates will be undertaken when deemed necessary by the school's technicians. Reformatting causes all programs and files on the device to be erased and the device to be returned to its original state.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the device responsibly. Users should not expect that any and all files and information on the device is private, including that contained on a memory stick or other storage device connected to the device.
- Devices are the property of the school. The school reserves the right to access the device at any time.
- Students may not add or remove any identifying labels on the device as this will void any warranty.

#### **Faults:**

*Any malfunctions must be reported immediately to the classroom teacher and the school's device technicians.*

#### **Loss/Damage/Theft of Devices:**

- If students damage a device intentionally it will not be covered by insurance. The student's family will be liable for repairs or replacement.
- The device must always be carried in a pouch or case. This minimises the chance of damage.

### **ACCEPTABLE USE CONTRACT**

#### **Grade 3-6**

Woodville Primary School **uses** the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each student has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities

#### **Student Contract**

##### **When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:**

- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour)
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

##### **When I use the Internet at school I have responsibilities and rules to follow. I agree to:**


- Keep myself and my friends safe, by not giving out personal details, including full names, telephone numbers, addresses and images.
- Do not give out my password to anyone other than my parents or teacher.
- Only work on the web for purposes specified by my teacher at school.
- Be respectful in how I talk and work with others online and never write or participate in online bullying.
- Use the technology at school for learning.
- Use the equipment properly and not interfere with the work of another student.
- Not bring or download unauthorised programs, including games, to the school or run them on school devices.

- Not go looking for rude or offensive sites.
- Use the Internet at school to help me to learn.
- Remember that the content on the web is someone’s property and not cut and copy large portions of information and pretend it is my own work.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer, without acknowledging the source of information).
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Do not respond to e-mail messages sent to me by a person I do not know.
- Do not use the Internet to frighten or annoy or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable for our school
  - Someone writes something I don’t like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities
  - I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

**When I use my iPad, phone, iPod, DS or any other mobile digital device I agree to:**

- Take full responsibility for it, and keep it stored safely under my teacher’s supervision
- Keep my phone under my teachers’ supervision during school time and only make or answer calls before or after school.
- Be responsible in my use and not use the device to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others and never post private information about another person using sms messages.
- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved prior to publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Seek teacher permission before uploading any content to websites, blogs or other shared online spaces.

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

 *Please read the attached Acceptable Use Agreement with your child and discuss any questions they may have. Both you and your child need to sign to show you accept the agreement and return this to your child’s classroom teacher.*

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Student Name:..... Student Signature:..... Class..... Date.....

Parent Name: ..... Parent Signature:..... Date:.....

If you have any more questions or concerns regarding cyber safety please visit [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

## ACCEPTABLE USE CONTRACT

### Grade P-2

Woodville Primary School **uses** the internet as a teaching and learning tool. We see the internet as an essential resource but acknowledge it must be used responsibly. Each parent has been asked to sign the acceptable use contract on behalf of their child. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The internet provides students with extraordinary opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities.

#### **Parent/Guardian Agreement:**

I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, passwords and images
- use the internet for educational purposes and use the equipment properly

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact your child's class teacher on 97492770

*Please read the attached Acceptable Use Agreement with your child and discuss any questions they may have. Both you and your child need to sign to show you accept the agreement and return this to your child's classroom teacher.*



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Student Name:..... Student Signature:..... Class..... Date.....

Parent Name: ..... Parent Signature:..... Date:.....

If you have any more questions or concerns regarding cyber safety please visit [www.cybersmart.gov.au](http://www.cybersmart.gov.au)

#### Evaluation:

Evaluation of the program will be on-going based on new technologies. Methods of evaluation will include –

- Parent Satisfaction Survey of 1:1 Netbook Program
- Teacher Satisfaction Survey of 1:1 Netbook Program
- Student Satisfaction Survey of 1:1 Netbook Program
- The number of devices leased and/or purchased through the 1:1 Netbook/iPad Program annually

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

**May 2014**