

Learning Technology Acceptable Use Policy

Date: August 2015

1. Rationale

Williamstown North Primary School (WNPS) provides access to a range of up-to-date digital technologies to enhance teaching and learning opportunities and enrich the learning environment.

The breadth of digital technologies being utilized to further support student learning is undergoing constant change. In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Students and their parents should be aware that some Internet sites may contain material that is illegal, defamatory, inaccurate or offensive to some people. The school acknowledges that it does not have complete control over the internet. However, there are practices that are implemented by WNPS, which the school strongly encourages parents and students apply to safely navigate the online world.

Students at Williamstown North Primary School will need to develop important behaviours and skills that will enable them to be effective, highly connected and reflective digital citizens. Students will be empowered to successfully access information, resources and opportunities for collaboration, engagement and lifelong learning.

This policy is to be read in conjunction with the school's Student Engagement Policy.

2. Aims

This policy embodies WNPS's commitment to ensure all members of the school community are provided with and engage in a safe, inclusive and supportive learning environment, including the use of digital devices and online communities resources.

This policy will ensure that:

- 2.1 Students have access to a broad range of digital technologies that provide a rich source of information and a variety of interactive tools to enhance engagement and learning within the classroom.
- 2.2 Within a school context, users (students, staff, and community) are safeguarded when using digital technologies to support their learning.

- 2.3 Students, staff and the community understand and apply the safe and responsible behaviours when using digital technologies, as outlined within this policy.
- 2.4 Through the development of knowledge, skills and behaviours, enable students to understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

3. Policy Context

WNPS is bound by both Victorian and Commonwealth anti-discrimination and sexual harassment laws as well as its occupational health and safety obligations to employees and students. The policy and principles in this document are in accordance with these laws and the Department of Education and Training's (DET) *Acceptable Use Policy*.

4. Definitions

Internet is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols

Digital Technologies are electronic tools, systems, devices and resources that generate, store or process data. These includes social media, online games and applications, multimedia, productivity applications, cloud computing, interoperable systems and mobile devices.

5. Implementation

The School will:

- 5.1 Develop and implement an Acceptable Use Policy, which sets clear guidelines for use of the internet and digital technologies.
- 5.2 Develop and implement Codes of Practice appropriate for students and staff.
- 5.3 Develop and implement annual plans which outline the school's commitment to updating digital technology and staff professional learning
- 5.4 Undertake to ensure that information published online by students or the school meets legal requirements and standards of general practice within the community in relation to copyright and safety.
- 5.5 Undertake to provide appropriate physical and financial resources to enable safe, educationally relevant access to all digital technologies.
- 5.6 Prohibit the use of personal digital devices during school time.
- 5.7 Develop and implement a Cybersafety framework/program to ensure all students understand the risks of being online and are empowered to engage safely and responsibly with all digital technologies.
- 5.8 Educate students and parents on the potential health hazards of the prolonged use of digital devices and promote strategies to minimise these hazards, such as "appropriate screen time" and ergonomic use of devices.
- 5.9 Ensure that weight and size are a key consideration in the purchase of student personal learning devices.
- 5.10 Promote student leadership of digital technology through programs such as "E-learning Leaders" and "Leading Light."
- 5.11 Encourage co-operative responsibility for online behaviour between students, parents/guardians and the school by:

- The annual signing of the “Code of Practice and Student Acceptable Use Agreement.”
- The promotion and discussion of the agreement at parent/consultation/information sessions.
- The promotion through the school’s communications activities of resources available to parents on this issue, such as Cybersmart: Bullystoppers Interactive Learning Modules and the Cybersafety guide for parents.

Students

- 5.12** All students are required to sign, or have signed by parents on their behalf, a Code of Practice.
- 5.13** All students must receive parental permission for photographs, work or video footage being published on the internet.
- 5.14** Students are responsible for making appropriate choices when using digital technologies as detailed in the school’s student Code of Practice. Teachers will discuss with students the expectations for acceptable use of the internet and the school network
- 5.15** Students who breach the Code of Practice will incur a consequence commensurate to their actions (as documented in the levelled breaches and consequences).
- 5.16** Classes will discuss that all members of the school must share the responsibility for the maintenance and careful use of digital technologies at all times.
- 5.17** Individual users of the school network are responsible for their behaviour when manipulating personal and shared data and files.

Staff

- 5.18** Staff will incorporate use of digital technologies into their daily classroom programs and teachers will provide guidance and instruction to students in the appropriate use of such resources.
- 5.19** Individual staff members are also responsible for imposing any penalties, as a result of a breach of guidelines by students, as set out in the Student Code of Practice.
- 5.20** All staff are required to conform to a Code of Practice on the Acceptable Use of Learning Technologies.

Parents and Guardians

- 5.21** Safe and responsible use of digital technologies is explicitly taught at the school and parents/guardians should reinforce this behaviour at home.
- 5.22** Parents/guardians should understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child/ren.

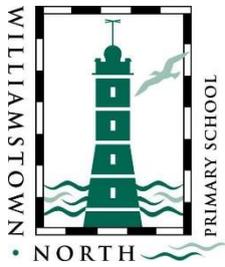
6. Evaluation and Review

Due to the constant changes in digital technologies this policy shall be reviewed on an annual basis in conjunction with the Information Communications Technology Coordinator and staff and informed by relevant Department of Education and Training (DET) requirements and guidelines

7. References & Related Policies

- Anti-Bullying Policy
- Student Engagement Policy & Procedures
- Sexual Harassment Policy
- Cybersmart: Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- The Office of the eSafety Commissioner <https://www.esafety.gov.au/>

This Policy has been ratified by School Council on August 2015



Williamstown North Primary School No 1409
Digital Learning Technologies
Code of Practice
Prep – Year 2

eLearning and ICT at Williamstown North Primary School

At Williamstown North Primary School, all students are provided with regular and consistent opportunities to utilise a variety of digital technologies to enhance their learning opportunities and enrich the learning environment. The world of technology is constantly changing and advancing and WNPS aims to support students and staff to embrace the potential of new resources and opportunities.

WNPS acknowledges that the internet can contain material that is illegal, defamatory, inaccurate or offensive to some people, and the school will provide adequate supervision to minimise the risk of exposure to unsuitable material. WNPS believes that the benefits of accessing the internet and digital technologies far exceeds any disadvantages and aims to provide students with the knowledge and skills to safely navigate the digital world of the 21st Century.

Guidelines

I have explained the following guidelines to my child:

- He/She should speak to a trusted adult if they see something that makes them feel upset or if they need help
- He/She understands that they should never share personal information with anyone that they don't trust, including their full name, photo, birthday, address and phone number.
- He/She protects their passwords and doesn't share them with anyone except their parents and teachers
- He/She should only ever join online spaces with my parents or teacher's guidance and permission
- He/She should always think and check that what they write or post online is polite and respectful
- He/She use spaces or sites that are appropriate for their age and if they are not sure, they should ask a trusted adult for help

We aim to support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:

- [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Permission Form

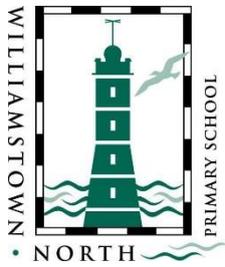
I give my permission for my child, _____ Class: _____

to use Digital Learning Technologies and access the Internet at Williamstown North Primary School.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: ____ / ____ / ____



Williamstown North Primary School No 1409
Learning Technologies
Code of Practice and Acceptable Use Agreement
Year 3 – Year 6

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School Profile Statement

At Williamstown North Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have agreed values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- advise students of the potential dangers of using online social media sites and applications without restricting their settings to private.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [Cybersafety guide - parents](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Safe and Responsible Behaviour

When **using Learning Technologies connected to the network** at Williamstown North Primary School, I will:

- Use all learning technology devices in an appropriate, respectful and responsible manner
- Only log on to the network as myself. If there is an issue with my account, I will seek assistance
- Only download authorised programs, for educational purposes, with explicit permission from a teacher
- Ensure that all personal network drives have appropriate folders set up to organise all files
- Ensure I am saving all of my work with the correct file name, file type and in the correct location.
- Use the school network to collaborate and only share educational resources required to complete set tasks with peers
- Ensure my use of any learning technology device, including all interactions with someone else, are considered appropriate, respectful and responsible by other students, staff and parents.

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop cyber bullying. I don't send mean or intimidating messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.
- protect my friends' information in the same way

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

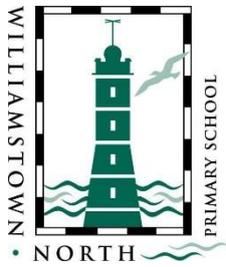
- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be an eSmart, safe and responsible user of digital technologies and the internet.

***If the Agreement is not adhered to:
Breach Behaviours***

Level 3 Breach	<ul style="list-style-type: none">• Interfering with the network security or the data of another user• Posting illegal or offensive material either on the learning technology device or on the internet, which other students, staff and parents would find inappropriate.
Level 2 Breach	<ul style="list-style-type: none">• Not abiding by copyright procedures when using content on websites• Using or attempting to use the personal logon details of another person• Sharing personal details or the details of other students including full names, phone numbers, addresses and images• Downloading unauthorised programs or files, including games, movies and music and running them on school computers
Level 1 Breach	<ul style="list-style-type: none">• Inappropriate and irresponsible use of the internet• Sharing log on details• Running unauthorised programs during class time without explicit permission• Using the internet for non-educational purposes• Not treating the equipment respectfully – including the way you move around the school with the device• Using social networking sites to communicate with others, without permission• Remaining on a site that has obscene language or offensive content

Consequences

Level 3 Breach	<ul style="list-style-type: none">• Reviewed by school leadership• Parent meeting• Lose ICT privileges and 1:1 device removed for a period of time (principal discretion)• Repeated Plagiarism: marks deducted from final assessment• Comment on Digital Technologies in student report
Level 2 Breach	<ul style="list-style-type: none">• Lose ICT privileges for a period of time (teacher discretion)• Parents notified• Internet access restricted• Laptop re-imaged (if appropriate)• Handwritten work to be submitted (not digital) for a period of time (teacher discretion)
Level 1 Breach	<ul style="list-style-type: none">• Restorative conversation / warning• Completion of class work during recess or lunch to make up for lost learning time• Laptop removed for 1-2 days (teacher discretion)• Plagiarism warning• Record on behaviour tracking sheet



Williamstown North Primary School No 1409
Learning Technologies
Code of Practice and Acceptable Use Agreement
Year 3 – Year 6

Student Agreement

I understand the expected standards of behaviour within this agreement and will use this knowledge at school and everywhere I use digital technologies and the internet.

I understand that there will be consequences if I choose to not follow these expectations, in line with the breach behaviours and consequences outlined in this agreement.

Student Name: _____

Class: _____

Student Signature: _____

Date: ____/____/____

Parent / Guardian Agreement

I agree to _____ using Learning Technologies and the Internet at school for educational purposes, including Web2.0 tools and secure online collaborative spaces, in accordance with this Agreement.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure of unsuitable material.

I understand that the actions and consequences outlined in this agreement will be in place if my child does not make the appropriate choices.

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: ____/____/____