



Learning Technologies eSmart Policy

Statement:

At Maldon Primary School, we recognise the need for students to be safe, responsible and respectful users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/ guardians work with us and encourage this behaviour at home. We have developed this policy to assist students and teachers to use a whole range of technologies appropriately.

Aim:

This policy aims to encourage students, teachers and the school community to embrace the benefits of technology and reduce our exposure to cyberspace risks such as cyberbullying, identity theft, online sexual predation and accessing or sending inappropriate images and/or content.

Guidelines (Department of Education and Training):

1. The Department recognises that schools have a responsibility to educate children and young people and address the underlying values (ethics) and responsible behaviours expected of them online and off.
2. Schools should take a holistic approach to cybersafety education, by including, and explicitly teaching, cybersafety practices and issues.
3. Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment. School based cybersafety education and conversations with adults are two major factors that influence young people's online safety strategies.
4. The cybersafety and cyberbullying sections within the Bully Stoppers online toolkit have been developed to support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.
5. Schools must have parent consent before publishing, reproducing or communicating a student's work, information or image.
6. The Department has provided templates to assist school communities to develop agreements as to what constitutes acceptable use of internet, netbooks and other online and digital technologies in their communities.
7. Material on the internet is protected by copyright. The material that comprises a website will be protected by copyright and various pieces of content may be owned by different people.

Implementation (Maldon Primary School):

At Maldon Primary School, we will:

- support the rights of all members of the school community to engage in, and promote, a safe, inclusive and supportive learning environment
- have policies and agreements in place that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour, when students are using digital technologies and the internet
- educate our students to develop digital literacy skills, to be safe and responsible users of digital technologies and to treat others respectfully in an online environment
- regularly discuss cybersafety and responsible use of technology
- raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- supervise students when using digital technologies for educational purposes
- 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
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide students and parents/carers with an Acceptable Use Agreement to be acknowledged and signed by all students and parents/carers before being allowed to use school-owned devices
- display a copy of the Acceptable Use Agreement in all classrooms, and will be re-visited by teachers and students each term
- respond to issues of incidents occurring within the school that have the potential to impact on the wellbeing of our students
- ensure that any student not following the rules of the Acceptable Use Agreement will lose their digital technology privileges for an appropriate time and may be required to complete extra cybersafety lessons
- support parents/carers in understanding the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home
- communicate with parents/carers through the newsletter, website and information sessions
- advise students to report to their teacher immediately if –
 - ~ they experience an incident of cyberbullying
 - ~ they feel the welfare of other students is being threatened
 - ~ they come across sites they believe are unsuitable for school
 - ~ something is written that they don't like, or makes them or anyone else uncomfortable, or asks them to provide private information online
 - ~ they accidentally do something against the rules and responsibilities they have agreed to
- notify parents/carers if their child is involved in any incidences of cyberbullying or negative online behaviour while using school-owned devices.

Resources:

- Department of Education and Training elearning - <http://www.education.vic.gov.au/school/parents/learning/Pages/elearning.aspx>
- eSmart school program at The Alannah and madeleine Foundation – <http://amf.org.au>
- Office of the Children's eSafety Commissioner – <http://esafety.gov.au>

Appendix 1: Acceptable Use Agreement for Years Prep-2



Digital Technologies Acceptable Use Agreement Years Prep - 2

Maldon Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them. We believe ICT is an integral part of the modern curriculum. We want our students to be confident and safe using this technology. All students must agree to use these resources responsibly at school and at home before using devices owned by the school.

Student Agreement

When I use the internet and ICT equipment at school (or on camps/excursions), I agree to:

(Please tick each box after reading with your child/children)

- Only use digital technology (eg. laptops and tablets) to do what my teachers have asked me to.
- Look after the school computer equipment by treating it with respect.
- Always be careful when using digital technology and tell my teacher straight away if something is broken.
- Talk to a teacher if I feel uncomfortable or unsafe while I am using digital technology.
- Never write private information about myself or others – like last name, phone numbers or address, unless my teacher says it's ok.
- Never tell other people my password details.
- Only take photos, video or sound recordings when I have asked my teacher.

Student First Name: **Surname:**

Year Level (Please circle): Prep Year 1 Year 2

Class..... **Date:**.....

STUDENT USE:

I have read the Acceptable Use Agreement carefully and understand the importance of the agreement and will follow these rules. I understand that access privileges to the internet and ICT (computers, tablets and other digital devices) equipment can be suspended by school staff following irresponsible online behaviour.

Student Signature:

PARENT USE:

I have read the above information and discussed each point with my child. I understand, as per the school's eSmart policy, that although the internet provided by the school is filtered, full protection from inappropriate content can never be guaranteed.

Parent/Carer Signature:

Appendix 2: Acceptable Use Agreement Years 3-6



Digital Technologies Acceptable Use Agreement Years 3-6

Maldon Primary School recognises the importance of Information Communication Technology (ICT-Computers) in preparing students for the world around them. We believe ICT is an integral part of the modern curriculum. We want our students to be confident and safe using this technology. All students must agree to use these resources responsibly at school and at home before using devices owned by the school.

Student Agreement

When I use the ICT with either school or personal devices, (and while at school, on camps/excursions etc.), I agree to:
(Please tick each box after reading with your child/children)

- Be a safe, responsible and ethical user of technology.
- Be respectful of others and never participate in online bullying (including not 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 the privacy of myself and others by never giving out personal details including full names, telephone numbers, addresses and images or other private information.
- Only use the internet for educational purposes – as directed by teachers.
- Remember copyright rules and the importance of seeking permission before using content created by others.
- Never use a login other than my own for the network access or internet sites, nor interfere with network security or files that are not my own.
- Keep my password private from anyone except school staff.
- Never bring or download unauthorised programs – including games– to the school or run them on school computers, and only access the internet using school equipment while at school.
- Only take photos, video or sound recordings as part of authorised use by a teacher, and seek permission before publishing any such files online.

Student's Name:

Year Level:

Class..... **Date:**.....

STUDENT USE:

I have read the Acceptable Use Agreement carefully and understand the importance of the agreement and will follow these rules. I understand that access privileges to the internet and ICT (computers, tablets and other digital devices) equipment can be suspended by school staff following irresponsible online behaviour.

Student Signature:

PARENT USE:

I have read the above information and discussed each point with my child. I understand, as per the school's eSmart policy, that although the internet provided by the school is filtered, full protection from inappropriate content can never be guaranteed.

Parent/Carer Signature:

Appendix 3: Outline of cybersafety discussions

Safe and Respectful Behaviour:

1. When using digital technologies, **communicate respectfully** by thinking and checking that what is written or posted is polite and respectful.
This means:
 - never sending mean or bullying messages or passing them on, as this is part of bullying
 - not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
 - not copying someone else's work or ideas from the internet and present them as your own. (I will include the website link).
2. When using digital technologies, **protect personal information** by being aware that a full name, photo, birthday, address and phone number is personal information and not to be shared online.
This means:
 - protecting friends' information in the same way
 - protecting passwords and not sharing it with others
 - not joining a space online without a parent's or teacher's guidance and permission
 - never answering questions online that ask for personal information.
3. When using digital technologies, **look after self and others** by thinking about what is shared online.
This means:
 - never sharing anyone's full names, birthdays, school names, addresses and phone numbers because this is their personal information
 - speaking to a trusted adult if I see something that makes people feel upset or if anyone needs help
 - speaking to a trusted adult if someone is unkind
 - speaking to a trusted adult if someone is upset or scared
 - stopping to think about what is posted or shared online
4. When using digital technologies, **choose to behave responsibly**.
This means:
 - using spaces or sites that are age appropriate
 - not deliberately searching for something rude or violent
 - either turning off the screen or using the back button if there is something inappropriate and telling a trusted adult
 - being careful with the equipment I use.

Care of Computers and other Equipment:

The care and correct use of our Learning Technologies equipment is vitally important to the ongoing success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of our computers and other equipment at all times.

General Rules of Usage

- Hands should be clean at all times when using any computers.
- No food or drink is permitted near any computers at any time.
- Modifying any settings on the computers (eg backgrounds, screensavers, video settings, shortcuts etc) is not permitted without permission from a teacher.
- Apart from leased netbooks, under no circumstances is it permitted for any software to be transferred between school and students' homes without teacher permission. This includes any project files, files downloaded from the internet, via email, etc.
- If in doubt about what is permitted at any time, students must ask a teacher.
- No student will attempt to or delete files that do not belong to them.
- Parents may be asked to compensate the school for damage incurred by inappropriate use or handling of any information technology device.

Children in all grades have their own folder on the Network File Server. It is each child's responsibility to maintain their folder and its contents. Unacceptable files found within these folders will be immediately removed. Should any child find an unacceptable file within their own folder, they should immediately inform a teacher.

Publishing work using learning technologies:

At Maldon Primary School, we stress the value of quality in our work, and require that all student work be thoroughly checked before being published. This includes multi-media presentations (eg PowerPoint), projects for display on the Maldon Primary School website, outgoing e-mail messages, etc. Using learning technology resources such as the internet for publishing is an extremely valuable and exciting way to share students' work. It is vitally important that we remember that this work may be available for the world to view, and as such must be of the highest quality.

Copyright Laws :

Students and teachers must consider Copyright Laws at all times when copying any type of material for use in their work.

- If student work is to be published only within the school setting (eg. books, posters, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list.
- If student work is to be published on the internet, permission must be gained from the owners of any material copied or used within their work, eg. pictures, sounds, etc. Such permission may be gained through e-mail contact, written requests, etc.
- If students are unsure as to whether they require copyright permission, they should ask a teacher for advice.

Permission for Publication of Student work

Any student work deemed suitable for **public** viewing (eg on the internet, via e-mail projects, etc) can only be published after the appropriate permission form has been completed by respective students' parent/s or guardian/s.

Work to be published for viewing or use only within the school setting does not require parental permission.

Consequences for disregard of the Acceptable Use Policy Guidelines:

All students at Maldon Primary School have a right to use the extensive learning technologies facilities available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this the following system of penalties will be applied as appropriate.

- *First Offence - Verbal warning to student, name recorded by classroom teacher.*
- *Second Offence – Written warning issued to student to go home to parents. Warning to be returned to school signed by parent, name recorded again.*
- *Third Offence – short term (one week) suspension from using any learning technology facilities within the school. Letter home to parents, name recorded again.*
- *Fourth Offence – long term (one month) suspension from using any learning technology facilities within the school, letter home and interview with the parents.*

Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the Student Code of Conduct.

*** Please note that should a deliberate or particularly offensive act occur, Steps 1 – 3 may be bypassed.*

All offences and actions taken will be reported to the Principal. Students will be made aware of these consequences in a regular basis in each classroom.