



HAMILTON PARKLANDS SCHOOL

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Hamilton Parklands School.

Staff use of technology is governed by the Department's *Acceptable Use Policy, Photography Policy and Child Safe Policy*.

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Hamilton Parklands School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Hamilton Parklands School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Hamilton Parklands School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Hamilton Parklands School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify classroom teacher as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Hamilton Parklands School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Hamilton Parklands School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on [insert date] and is scheduled for review in [month/year].

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Hamilton Parklands School

Digital Technologies User Agreement:

When I use digital technologies I will:

Communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means:

- Never sending bullying or mean messages or passing them on, as this makes me part of the bullying
- Not using actions online to be mean to others. This can include leaving someone out to make them feel bad.
- Not copy someone else's work or ideas from the internet and presenting them as my own. I will always include the link.

Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- Protecting my friends' information in the same way
- Protecting my password and not sharing it with others, as well as logging out of websites
- Only joining a space online with my parent or teacher's guidance and permission, having read the terms and conditions
- Never answering questions online that ask for my personal information
- Being careful which photographs I post online: am I wearing a school or sporting club uniform?

Looking after myself and others by thinking about what I share online.

This means:

- Never sharing my friends' 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 me feel upset or if I need help
- Speaking to a trusted adult if someone is unkind to me
- Speaking to a trusted adult if I know someone else is upset or scared
- Stopping to think about what I post or share online, as once it's posted it cannot be taken back
- Using spaces or sites that are appropriate for my age
- Not deliberately searching for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- Being careful with the equipment I use

- Not putting photos or videos of other people online without their permission

When I use school digital technologies, including iPads and laptops I will:

Shutdown or restart the computer, iPad or laptop properly

- Close apps and programs when I have finished
- Only go on apps and programs that I have been instructed to
- Not move or delete any apps
- Not change the background or settings
- Delete any photos I have taken on the iPad
- Not go into other people's folders or files
- Not delete other people's folders or files
- Report anything I see that is inappropriate straight away
- Not look up anything inappropriate on the internet

Consequences:

If I fail to comply with the above guidelines, the teacher may apply some of the following consequences:

- Stop my iPad or computer privileges
- Stop my internet access
- Withhold my printing privileges
- Make me or my parents pay for lost, broken or stolen equipment
- Other consequences as outlined in Behaviour Management Plans

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities.

I have read this document and I will use the school digital technologies with all due care. I understand that there are consequences for failing to use the technologies within these guidelines.

Student: _____

Date: _____