

# DIGITAL TECHNOLOGIES POLICY



<b>POLICY UPDATE</b>		
<b>POLICY</b>	<b>DATE</b>	<b>BY WHOM</b>
<b>DIGITAL TECHNOLOGIES</b>	11/02/2018	Caroline Harben

## **RATIONALE**

West Greenwood Primary School aims to protect students from exposure to inappropriate online material or activities by adopting protective online behaviour and being proactive in teaching students to interact safely and appropriately in an online environment. In conjunction with the Education Department, West Greenwood makes every reasonable effort to achieve this by educating and informing students and parents.

The internet is an essential element in 21st Century life for education and social interaction. The purpose of internet use in school by students is to promote improved student outcomes. The Western Australian Curriculum through its Technologies Curriculum and ICT Capabilities, requires children to learn how to locate, retrieve and exchange information using ICT, and to become innovative, creative and critical users of technologies to problem solve. Consequently, teachers need to plan cross curricular programs that integrate the use of ICT and web based resources, including e-mail to enrich learning activities.

## **GUIDELINES**

Responsible and ethical student use of technology is a key element in West Greenwood Primary School's approach to embedding digital technologies across learning areas.

Expected behaviours in using technology are explicitly taught to students at the beginning of each year and classes display an iPromise poster of agreed behaviours and expectations. **(APPENDIX 1)**

Students and/or parents will sign an online/device use contract and staff will not allow students to access digital technology without a signed agreement. **(APPENDIX 2)**

Staff will embed the use of technology in their planning to foster innovation, creativity, critical thinking and problem solving for students.

We focus on ensuring students are cyber safe and students agree only to access online websites related to the content being taught. Students agree also to keeping their passwords private and to follow directions of staff when using technological equipment.

Staff will provide appropriate supervision (within line of sight and in close proximity to the teacher) for students using the Internet and other online services at school.

Misuse of technologies by students will be dealt with using the school behaviour steps. Serious breaches will fast track the behaviour steps and administration and parents will be informed immediately.

## **APPENDICES**

- 1. iPromise documents (Junior and Senior)**
- 2. Online/Device Usage Agreement**



**iPromise JUNIOR  
EXPECTATIONS**

**I promise** not to leave the iPad on the floor.

**I promise** to follow teacher directions when using the iPad.

**I promise** to treat the iPads gently and with care, holding the iPad with both hands.

**I promise** to be respectful and not interrupt when other people are recording.

**I promise** to share and take turns.

**I promise** to save my work when I have finished my turn.

**I promise** to return the iPad with all the apps closed.



# iPromise SENIOR EXPECTATIONS

## **We can use our iPads for:**

- School work
- Research
- Note taking
- Productive texts (pages, Keynote, iMovie, etc)
- Sharing information (Mirroring, Showme)
- Communicating (Connect, emails)

## **Responsibilities**

**I promise** to be responsible for the security of all my accounts (log off).

**I promise** to put my iPad/laptop back in the correct place at the end of every day.

**I promise** to be responsible for the care of my iPad/laptop

- Not to leave it on the floor
- Hold it with two hands
- Make sure it is put on charge

## **I Promise NOT TO:**

- Waste time, play games, take selfies, look at inappropriate websites (mild), play music or leave my iPad/laptop unattended.
- Download anything (unless permission is granted), change the settings, access inappropriate material (medium), misuse other people's images/property or use the iPad/laptop in a careless way (physical).
- Use another student's iPad or ID without permission, intentionally damage an iPad/laptop, access inappropriate sites, bully or intimidate other people through the use of an iPad/laptop.

## WEST GREENWOOD PRIMARY SCHOOL ONLINE/DEVICE USAGE AGREEMENT YEARS K-2

### Device Access

West Greenwood Primary School has invested in laptops and iPads as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

### The Internet

These devices require a wireless network in order to access the Internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

### STUDENT AGREEMENT

As a student of West Greenwood Primary School, I have read, understood and I agree with the rules for device/online use at the school:

#### Online Rules

I agree to follow the online rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using devices/the internet.
- I will not let other people log-on to my account/use my device without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account/device.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use material from the internet if I have asked the teacher.
- If I download material or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the devices and will not change the settings.
- I will not use devices to be mean, rude or unkind about other people.

I understand that:

- If I use the internet or my device in a way that I shouldn't I may not be able to use this equipment in the future.
- I may be legally liable for misuse of the computer/device and the police may be contacted.

I agree to abide by the Online/Device Usage Agreement for school students.

Student's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PARENT/GUARDIAN

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and/or dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage agreement with my child.

I believe \_\_\_\_\_(Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name: \_\_\_\_\_

Parent's Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## WEST GREENWOOD PRIMARY SCHOOL ONLINE/DEVICE USAGE AGREEMENT YEARS 3-6

### Device Access

West Greenwood Primary School has invested in laptops and iPads as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

### The Internet

These devices require a wireless network in order to access the internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

### STUDENT

As a student of West Greenwood Primary School, I have read, understood and I agree with the rules for device/online use at the school:

- I will use devices/online access for educational purposes and only with the permission of a teacher.
- If I accidentally come across illegal, dangerous or offensive information I will move away, delete or clear my screen; and immediately and quietly inform my teacher.
- I will follow all instructions from teachers when using devices at school.
- I will not let others use my device or access others devices unless it is with the teacher's permission.
- I will be courteous and use appropriate language.
- I will not let anybody else know my password (if applicable).
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any communication I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- I will not reveal personal information, including names, addresses, photographs, movies, credit card details and telephone numbers of myself or others.
- I will respect and not damage, disable or change devices or device settings of the school, the Department of Education or any other organisation.
- I will not use devices to bully, be mean, rude or unkind about other people through the use of the device or online (social media).

I understand that:

- The misuse of online services may result in the withdrawal of access to services and my parents being contacted.
- I may be held legally liable for offences committed using online services.

I agree to abide by the Online/Device Usage Agreement for school students.

Student's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PARENT/GUARDIAN

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices from around the world and that a very small part of that information can be offensive, illegal and dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. **I have discussed the Internet usage agreement with my child.**

I believe \_\_\_\_\_(Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name: \_\_\_\_\_

Parent's Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_