TULLIALLAN PRIMARY SCHOOL DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY

RATIONALE

The Digital Technologies Acceptable Use Policy at Tulliallan Primary School supports student learning and the school curriculum.

The following basic belief guides the implementation of the Digital Technologies Acceptable Use Policy. It is based on the principles of mutual responsibility and respect of all parties involved in the use of Digital Technologies. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of all forms of Digital Technology by students and involves parents as partners in assisting their children in the proper use of Digital Technologies. It is underpinned by an overall requirement for students to exercise care and use Digital Technologies in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a communication device such as a mobile phone or smartwatch to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's rules.

Students, their parents or guardians must read and understand the Acceptable Use Policy for students to be able to have permission to bring and/or use all forms of Digital Technology at school.

POLICY STATEMENT

At Tulliallan Primary School staff understand that the widespread ownership of Digital Technologies among young people requires that school administrators, teachers, students, and parents take steps to ensure that Digital Technologies are used responsibly at schools. This Digital Technologies Acceptable Use Policy is designed to ensure that potential issues involving Digital Technologies can be clearly identified and addressed, ensuring the benefits that Digital Technologies provide (such as access to more information and increased safety) can continue to be enjoyed by our students.

Tulliallan Primary School has established the following Acceptable Use Policy for Digital Technologies that provides teachers, students and parents guidelines and instructions for the appropriate use of Digital Technologies during school hours.

Students, their parents or guardians must read and understand the Acceptable Use Policy for students to be given permission to bring Digital Technologies such as a mobile phone or smartwatch to school.

The Acceptable Use Policy for Digital Technologies also applies to students during school excursions, camps and extra-curricular activities.

IMPLEMENTATION

RESPONSIBILITY

- It is the responsibility of students who bring Digital Technologies to school to abide by the guidelines outlined in this document.
- The decision to provide Digital Technologies such as a mobile phone or smartwatch to their children should be made by parents or guardians.
- Parents should be aware if their child takes any form of Digital Technologies to school.
- Permission to have Digital Technologies at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

ACCEPTABLE USES
- All mobile phones are to be signed in to the office where they will be store in a lockable cupboard, in accordance with this agreement and the school Mobile Phone Policy.
- Mobile phones should be switched off and kept out of sight during classroom lessons, recess and lunchtimes. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Laptops and any other Digital Technologies that are accessible during learning times should not be used as a communication device and should only be used as per the guidance and instructions of Tulliallan teacher's to enhance learning experiences.
- Smartwatches must have notifications switched off to ensure their purpose is that of a watch, not of a communication device.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and messages.

UNACCEPTABLE USES
- Digital Technologies should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies, camps etc.
- Digital Technologies should not be used in any manner or place that is disruptive to the normal routine of the school and must not disrupt classroom lessons with ringtones or beeping.
- Using Digital Technologies to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- It is forbidden for students to use their Digital Technologies to take videos and pictures of acts to denigrate and humiliate another student and then send the pictures to other students or upload it to a website for public viewing. This also includes using Digital Technologies to photograph or film any student without their consent. It is a criminal offence to use Digital Technologies to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Digital Technologies are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Should there be repeated disruptions to lessons caused by Digital Technologies, the responsible student may face disciplinary actions in accordance with Tulliallan PS discipline procedures.

THEFT OR DAMAGE
- Mobile phones (and any other device such as a smartwatch that receive notifications and has the functionality of a mobile phone) are expected to be signed in to the office. Students should mark their Digital Technologies clearly with their names.
- Students who bring Digital Technologies devices to school should leave it in their bag when they arrive. To reduce the risk of theft during school hours, students who carry Digital Technologies are advised to keep them well concealed and not 'advertise' they have them.
- Digital Technologies that are found in the school and whose owner cannot be located should be handed to front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged Digital Technologies of any form.
- The school accepts no responsibility for students who lose or have their Digital Technologies stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Digital Technologies passwords may not be shared.
- Lost and stolen Digital Technologies in Australia can be blocked across all networks making them virtually worthless because they cannot be used.

INAPPROPRIATE CONDUCT

- Any student who uses vulgar, derogatory, or obscene language while using Digital Technologies will face disciplinary action in accordance with Tulliallan PS discipline procedures.
- Students with Digital Technologies may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.
- Students using Digital Technologies to bully other students will face disciplinary action in accordance with Tulliallan PS discipline procedures.

    It should be noted that it is a criminal offence to use Digital Technologies/Mobile Phones to menace, harass or offend another person. As such, if action in accordance with Tulliallan PS discipline procedures has been taken and it is deemed that further action is required, as with all such incidents, the school may consider it appropriate to involve the police.

SANCTIONS

- Students who infringe the rules set out in this document could face being denied the ability to bring their digital technologies devices to school. The student's parent would be informed of such actions.
- As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

EVALUATION AND REVIEW

A review of the Digital Technologies Acceptable Use Policy will be undertaken every two years.
The review will be the responsibility of the School's Digital Technology Team and School Council.
This policy was last updated in November 2019 and is scheduled for review in November 2021.

TULLIALLAN PRIMARY SCHOOL STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND DEVICES INCLUDING MOBILE PHONES AND INTERNET PARENT INFORMATION

SCHOOL PROFILE STATEMENT

Digital Technologies provides students with opportunities to engage with on line learning, digital communication and access to rich information to support global understanding and education.
At Tulliallan Primary School we support the rights of all members of the school community to be provided a safe, inclusive and supportive learning environment where student's privacy and personal information is protected. 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 when using Digital Technologies and social media.

At our school we:
- have a **Student Wellbeing, Engagement and Inclusion Policy** that states our school's 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
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using Digital Technologies within the school 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](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](www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

TULLIALLAN PRIMARY SCHOOL STUDENT ACCEPTABLE USE AGREEMENT FOR SAFE AND RESPONSIBLE BEHAVIOUR WHEN USING DIGITAL TECHNOLOGIES AND MOBILE PHONES

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 bullying. I don't send mean or bullying 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 friends' information in the same way
- 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.

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 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 a smart, safe and responsible user of Digital Technologies and the internet.
- discussed the consequences of removal of access to Digital Technologies if not following the agreement

I will use this knowledge at school and everywhere I use Digital Technologies and the Internet.

ACKNOWLEDGMENT

This Acceptable Use Agreement applies to all Digital Technologies and the Internet including (although not limited to):

- school owned Digital Technologies devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when Digital Technologies and the Internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

My child and I have discussed the Agreement and understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement to support safe Digital Technology code of practice.

PARENT AGREEMENT

I understand that there are actions and consequences established within the school's Student Wellbeing, Engagement and Inclusion Policy if my child does not behave appropriately.

By signing this agreement, I also authorise staff at Tulliallan Primary School to use my child's full name alongside their assessment data and notes on the Department of Education endorsed and secure EduStar G Suite. I acknowledge that staff will use this information strictly for planning and assessment purposes.

STUDENT NAME:	
STUDENT SIGNATURE:	
DATE:	

PARENT NAME:	
PARENT SIGNATURE:	
DATE:	

This agreement is for 2020 to 2022