

DIGITAL TECHNOLOGIES POLICY (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, iPads)
- (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 Boisdale Consolidated School.

Staff use of technology is governed by the Department's *Acceptable Use 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-

Boisdale Consolidated 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.

Boisdale Consolidated 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.



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Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Boisdale Consolidated 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 Boisdale Consolidated 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
- 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 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.

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 Boisdale Consolidated School's *Statement of Values and School Philosophy*, *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), Boisdale Consolidated School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.



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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/hardware/software access and/or usage privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies and acceptable use agreement (as outlined below)

Cyber safety and social skills education

As a part of the social skills education curriculum, students will focus on learning about the BCS values

Show Respect, Bounce Back, Be a Mate, Work as a Team, Be your Best

And

Think Proud, Act Proud and Be Proud

Students will learn about how to show these values in their learning and interaction with others in all areas of the school, in a digital world and wider community. This social and emotional development is an important area of learning for students and assists them in becoming well-adjusted learners and members of a wider social community. Within a digital world, social skills education will provide them with the skills necessary to explore the benefits of technology, effectively and safely use this forum and manage situations of cyberbullying.

Useful websites for learning more about a child's social and emotional development and managing cyberbullying

<https://bullyingnoway.gov.au/RespondingToBullying/GetHelpandMoreInformation/Pages/Online-safety.aspx>

<http://www.pbs.org/wholechild/abc/social.html>

<https://www.amf.org.au/>

<https://www.esafety.gov.au/parents>

REVIEW CYCLE

This policy was last updated on 16th of October 2019 and is scheduled for review in September 2023.



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APPENDIX A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Boisdale Consolidated School's provision of Digital Technologies has been established to enhance student learning and to recognise the need for the development of electronic information skills to aid study, communication and employment in the future.

The school has developed a sequential information technology and cyber safety program, and is extending its range of software resources to achieve the best outcomes for all students. However, access is a privilege that carries responsibility for acceptable use. We need all students and their parents to understand this responsibility by signing an agreement with the school.

THE AGREEMENT

1. All computer, iPad and digital technology use is to be related to class work using teacher approved programs and software.
2. Students will understand that:
 - they must respect other people's privacy and not gain access to their files
 - they must not give out personal information such as names, passwords, addresses, telephone numbers and location about themselves or others over the Internet
 - they must not gain access or use another students computer or device (even with verbal consent from another student)
 - they must not post any images or videos of themselves or other students on school grounds or in school uniform on personal social media accounts
 - they must not gain access or use a staff members computer or device
 - all images downloaded or used for class work will be appropriate and relevant to the task
 - any internet searches will be for appropriate content and using appropriate language
 - sending and receiving messages through e-mail or blogging will be done using appropriate manners and "language" and demonstrate respect for all users. Students may, under teacher direction, use EduMail to send and receive emails.
 - They must not unblock any internet based program unless authorised to do so by a teacher.
3. Improper use of computers and ICT equipment will result in the user being forbidden access for up to 100 days. Improper use includes:
 - accessing or retrieving material that is not approved by the School
 - any form of computer or iPad vandalism
 - accessing or using another person's computer or device
 - inappropriate use of digital technologies (e.g. turning off or pressing keys on another students device)
 - deliberately altering a computer's configuration files
 - sending a message using someone else's name
 - downloading files off the Internet without the teacher's approval
 - loading files onto computers from external hard drives.
 - not using printing resources wisely
 - consuming or placing food or drink near any computer
 - cyberbullying
4. Inappropriate material that is accessed accidentally by the student shall be reported to the teacher immediately.
5. Students will participate in the social skills program which will be based upon the Boisdale Consolidated School values and provide education about cyber safety issues, protecting their identity and how to identify and manage situations of bullying or cyberbullying.
6. Games may be permitted to be played at the teacher's discretion, for example on wet days at lunch or recess times.

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DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

PLEASE RETURN THE SLIP BELOW, SIGNED BY THE STUDENT AND PARENT

Name of student _____

I have read and understood the agreement and relating to the use of all Digital Technology equipment and the Internet at Boisdale Consolidated School and I agree to follow the guidelines for acceptable use for the entirety of my time enrolled as a student at Boisdale Consolidated School.

I understand that failure to do so will result in my being forbidden to use computers, iPads and other Digital Technology equipment for a period determined by the Staff / Principal.

Signature of student _____

Signature of parent _____ **Date** _____

Cyber Safety Matrix

ICT use at BCS	Show Respect	Bounce Back	Be Your Best	Be a Mate	Work as a Team	Think Proud, Act Proud, Be Proud
Social Media or BCS Websites Internet Computers Notebooks Laptops i-Pads / Personal Devices Cameras Mobile Phones	<ul style="list-style-type: none"> For the rights and privacy of others by not accessing or changing their files, images or personal information (sign in cards). For the ICT equipment or device such as i-Pads, computers and cameras by treating them with care and using them appropriately. By using printing resources wisely. For the rights and privacy of others by not using their files, images or personal information in public documents or presentations. 	<ul style="list-style-type: none"> By telling someone (an adult, parent, teacher or a friend) if something online is bothering you. By telling someone if you think you are a target of cyberbullying. 	<ul style="list-style-type: none"> By posting or sending a message using your nickname and not using another person's identity. Not giving out your personal information (name, address, phone number, location) or passwords. By checking with an adult before you access a website, chat site, chat room, game or i-Pad app. By checking before you click on an icon which you are not sure about. 	<ul style="list-style-type: none"> By not bullying, intimidating, abusing, harassing or threatening others. By not saying something to a person online that you would not say to their face. By using appropriate manners and "language" when talking online. By seeking help if a friend is a target of cyberbullying by telling an adult. 	<ul style="list-style-type: none"> By posting, emailing, forwarding, copying or printing appropriate videos, photographs or files <u>with</u> the permission of BCS or the creators of the files, images or films. 	Of the rich ICT base we have at Boisdale Consolidated School and use it to promote an engaging, interesting and digitally relevant education for all students, staff and members of the school community.
<div style="text-align: center;">  </div> <p>What is bullying?</p> <p>Bullying is when another person does or says something that is mean, a put down, unwanted or aggressive to another person. This behaviour can mean that the person it is happening to (the victim) can feel that the other person is more powerful or stronger than they are. The behavior is repeated, or has the potential to be repeated, over time.</p> <p>What is cyberbullying?</p> <p>Cyberbullying bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.</p>						