



USE OF DIGITAL TECHNOLOGIES & CYBER-SAFETY POLICY

RATIONALE

Digital technologies incorporate electronic media in the use of communicating messages. It includes tools such as computers (desktops and laptops), iPads, digital cameras, mobile phones, etc. These tools provide access to the world beyond our immediate communities. Hardware capabilities are going through rapid changes on a daily basis. However, the purpose of this hardware in our educational setting is to

- Facilitate the search for information in an inquiry approach to learning and
- Communicate for a variety of reasons, purposes, and functions within, across and beyond our community.

In addition, there are multitudes of software that are supported by these technologies and used to support inquiry and communication for educational purposes.

The measures outlined in this policy will ensure safe and responsible use of digital technologies and implementation of rigorous cyber-safety practices for the benefit of teaching and learning programs whilst contributing to the effective operation of the school. The digital technologies available at the school are for educational purposes whether they are used on or off-site. The measures outlined in this policy are based on the core values of Marion Primary School of courage, harmony and integrity.

The overall goal of this policy is to create and maintain a responsible use of digital technologies and a cyber-safety culture that is in keeping with our values and with legislative and professional obligations. The policy includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber-safety breaches that undermine the safety of the school environment. It is an expectation that all members of our school community will follow this policy.

In keeping with ensuring safety of students, parents/caregivers are requested not to post photos or videos of other students online in any form. Please remember that some students may have a court order prohibiting publication of their name, image or location.

All students will be issued with a copy of this policy and a User Agreement and once signed consent has been returned to school, students will be able to use the school digital technology equipment. Conditions of this policy will be revisited with students at the beginning of each school year.

Material sent and received using the network may be monitored and filtering and/or monitoring software is used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police. Where a personal electronic device such as a mobile phone, iPad, gaming console is used to capture images of a crime, such as an assault, the device will be confiscated and handed to the police.

While every reasonable effort is made by schools and DECD administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DECD cannot filter Internet content accessed by your child from home, from other locations away from school or on mobile devices owned by your child. DECD recommends the use of appropriate Internet filtering software on home or personal devices. More information about Internet filtering and cyber safety can be found on the websites of:

Australian Communications & Media Authority at <http://www.acma.gov.au> and www.cybersmart.gov.au

NetAlert at <http://www.netalert.gov.au>

Kids Helpline at <http://www.kidshelp.com.au>

Bullying No Way at <http://www.bullyingnoway.com.au>

Contact the Principal, if you have any concerns about your child's safety in using the Internet and digital equipment/devices.

At Marion Primary School we expect our students to use digital resources including the computer network responsibly.

The acceptable use guidelines outlined below are designed to promote responsible use at our school.

What is expected?

Students are responsible for appropriate behaviour on the school's computer network and systems just as they are in a classroom or in the school yard. General school rules for behaviour and communications apply. It is expected that users will comply with school standards and the specific rules set out below. The use of the network is a privilege, not a right, and may be taken away if abused. The user is personally responsible for his/her actions in accessing and using the school's digital resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Students will be taught to use their time on computers responsibly and ethically.

The following are guidelines to follow to prevent the loss of network privileges at Marion Primary School.

Students shall not:

- Use a computer or other digital technology resource to harm other people or their work;
- Damage any digital hardware including computers, iPads or the network in any way;
- Share your own password or use other people's passwords at any time
- interfere with the operation of the network;
- Install or download software (including commercial programs, freeware, games or shareware);
- View, send, save, display or print offensive or inappropriate words, messages, pictures or files;
- Post personal contact information about themselves or other people. The school or their own e-mail address should be the only contact information posted;

- connect or use USB Flash drives, memory sticks, CDs, DVDs or any other storage 'devices' without their teacher's consent. **Consent is needed daily and for each computer;**
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- Students are responsible for the care of their personal 'devices' which will only be brought to school with written permission from their parents/caregivers and permission from their teacher. Students and their families understand that the school will take all reasonable care but cannot take responsibility for the safety or security of students' personal devices that have not been permitted to be brought to school.

Students agree to the following policy conditions:

I will:

- Not use the school's digital technologies or Internet until my parents/caregivers and I have signed my User Agreement Form and it has been returned to school;
- Use the computers and other digital technology equipment only for my learning;
- Respect all school digital equipment and devices and treat them with care. This includes:
 - Not intentionally disrupting the smooth running of any school network or systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school digital technologies and cyber-safety strategies and not joining in if other students choose to be irresponsible in their use
 - Reporting any breakages or damages to a staff member
 - Only use photographic equipment appropriately;
- Only go online or use the Internet when my teacher has given permission and only on sites that relate directly to my learning task;
- Always observe copyright law. To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material;
- Keep my passwords private;
- Respect other people's learning space by not interfering with their equipment or work including entering their files or folders;
- Use the Internet, email, mobile phones or any other equipment only for positive purposes, not to be mean, rude, offensive or to bully or in any way harm anyone else, or the school itself even if it is meant as a joke;
- If by accident, I see or hear anything that is mean or rude or violent or that uses unacceptable language such as swearing, I will
 - Not show others
 - Turn off the screen
 - Get a teacher or other school adult straight away;
- Only with written permission from home and approved by the school will I bring any equipment or devices to school. This includes mobile phones, iPods, games, cameras, USB/portable devices, iPads, tablets etc;
- Only with permission from the teacher will I connect any device or run any software to the school's network. This includes all wireless/Bluetooth technologies;
- If I do not follow the digital technologies and cyber-safety practices the school may:
 - Inform my parents/caregivers

- In serious cases, the school may take disciplinary action against me. This may mean losing access to the equipment for a time to be determined
- My family may be charged for repair costs
- If illegal material or activities are involved or an e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hour;.

The school digital technologies and cyber-safety strategies apply to any digital resource – media, hardware or software brought to school.

Each year parents and students are required to read the Users Policy and sign the consent which is an agreement to keep the above rules and use our computer network responsibly.

To the parent/caregiver:

**Please read this page carefully to check that you understand your responsibilities under this agreement.
Return the signed User Agreement to the school.**

School responsibilities:

I understand that Marion Primary School will:

- do its best to enhance learning through the safe use of Digital Technologies. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on digital equipment/devices at school or at school-related activities;
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the policy initiative. This includes providing children with strategies to keep themselves safe in a connected online world;
- respond to any breaches in an appropriate manner;
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues;
- comply with DECD policy – ICT Security.

Parent/caregiver responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important;
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies;
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this policy.

Approved: Governing Council 17 August, 2016

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