



Help for non-English speakers

If you need help to understand this policy, please contact Lockwood Primary School.

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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 including our 1-to-1 personal device program
- 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
- e. the various Department policies on digital learning, including social media, that our school follows and implements
- f. our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Lockwood Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lockwood Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)



DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Lockwood Primary 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.

Personal Devices at Lockwood Primary School

Lockwood Primary School operates a 1 to 1 learning netbook program. Classes at our school are delivered with the use of netbook computers from Grades Prep to 6.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Lockwood Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Lockwood Primary School, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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 safe, responsible and discerning users of digital technologies, including eSmart, bullystoppers: classroom and cybersafety
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.



Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Lockwood Primary 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), Lockwood Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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.

Parents will be notified if students are involved in any incidents of bullying, including cyberbullying . parent notification will also be provided when computer privileges are suspended or withdrawn.

COMMUNICATION

This policy will be communicated to our school community in the following

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in the school newsletter
- Made available in hard copy from administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	13/05/2022
Consultation	Staff meeting
Approved by	Principal
Next scheduled review date	2024



ANNEXURE A: ACCEPTABLE USE AGREEMENT

AGREEMENT FOR THE USE OF COMPUTERS, INTERNET and DIGITAL EQUIPMENT

Students at Lockwood Primary School will have access to the internet and email for educational purposes. To support students in the use of these programs all students will complete a Cybersafety program and must abide by the school rules for the acceptable use of ICT. In signing this agreement your child is agreeing to behave in a certain way online and to take appropriate action when required.

1. Students must not try to access any material that is not appropriate for school use. Filters are in place that restrict students to Education approved sites where possible. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen, they should click on the home or back button and report the incident to their teacher.
3. Students must not use the Internet, Social Media or email to bully, harass or intimidate another person. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.
4. Students must not use inappropriate language in any communication. Any email or messages found to contain swearing or inappropriate content will be forwarded to the school administration to be investigated and consequences issued where necessary.
5. Students must keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images.
6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the Principal.
7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent.
8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers.
9. Students must not use school email accounts to create an account for online activities and social media sites.



10. Student use of mobile phones and any personal device that has internet access while on school property is not permitted. The school recognises that at times there may be a need for a student to contact parents before or after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school, therefore to maintain all student's right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices may also distract students from their learning. Personal devices **MUST** be handed to the classroom teacher or the office upon arrival at school.

11. Students must remember that the content on the web is someone's property and think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer any questions (they should not copy and paste the information).

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



LOCKWOOD PRIMARY SCHOOL ICT ACCEPTABLE USE AGREEMENT

Student Agreement

(To be completed for all students in grades Prep to 6)

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations, I will immediately click on the home or back button and inform my teacher. When working on the internet I will:

Only work on the web for purposes specified by my teacher

Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.

Never send a person my picture without first checking with my teacher.

Always have my teacher's permission before sending e-mail.

Compose e-mail messages using only language I understand is acceptable in my school.

Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.

I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure, I will check with my teacher.

Not use the internet to frighten or annoy other people.

Follow school guidelines and procedures when preparing materials for publication on the web. I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Information Technology teacher.

Students' Names: _____

Students' Signature: _____

Parent/Guardian Agreement: I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I do/do not consent to my child using the internet at school for educational purposes in accordance with the Student Agreement (above). I do/do not consent to my child having their first name published on the school's internet site. I do/do not consent to my child having their picture published on the school's internet site. I do/do not consent to my child corresponding by email.

Parent/Guardian Signature: _____ Date: _____