DIGITAL TECHNOLOGIES ACCEPTABLE USE POLICY

Change History

Version	Issued	Status	Review
1.0	2018	This policy will be reviewed as part of the school review cycle	2021

1. Rationale

Digital technologies, including the internet, are a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Digital technologies provide students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups around the world. Yarra Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

Yarra Primary School has an important role in ensuring that students know how to use digital technologies appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

Supervision and duty of care online

Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

School based cybersafety education and conversations with adults are two major factors that influence young people's online safety strategies.

The cybersafety and cyberbullying sections within the Bully Stoppers (see resources) online toolkit have been developed to support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.

2. Policy statement

For the purpose of this policy, digital technologies are defined as being any electronic devices or applications which allow a user to access, receive, record, copy or send information as text, images, audio, or video.

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Digital technologies includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- School networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax and copying machines

At Yarra Primary School we:

1. Have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
2. Educate our students to be safe and responsible users of digital technologies, which may include cyber safety, bullying sessions initiated by DET or Victoria Police.
3. Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
4. Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
5. Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
6. Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
7. Know that some online activities are illegal and as such we are required to report this to the appropriate authority.
8. 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:
   a. Bullystoppers Interactive Learning Modules - Parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

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b. Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

Yarra Primary School will use digital technologies as an integral component of their learning and teaching programs safely and responsibly and will:

- Improve student learning outcomes by increasing access to world-wide information.
- Develop critical skills while using digital technologies.
- Ensure that use of digital technologies within the school context meets legal requirements and standards of general practice.
- Develop the knowledge, skills and behaviours required to enable students to understand the implications of the use of digital technologies and their social and ethical responsibilities as users of digital technologies.
- Clearly communicate guidelines for the appropriate use of devices to students, staff and parents.

3. Implementation

1. Staff use of Yarra Primary School's devices and/or network to access the internet or any other digital technologies application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time.

2. Yarra Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET's policy on Using Digital Technologies to Support Learning and Teaching.

3. Student use of the Yarra Primary School's devices and/or network to access the internet or any other DIGITAL TECHNOLOGIES application is governed by Yarra Primary School's Acceptable Use Agreement for students. Students will be made aware of behaviour which is not acceptable when using digital technologies and the school's Code of Cooperation as stated in the Bullying and Harassment Policy, will apply to breaches of expected behaviours – refer "Responsibilities and Consequences" below.

4. Cyberbullying and using digital technologies for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using digital technologies to harass, threaten or intimidate etc) will not be tolerated by Yarra Primary School and consequences will apply to students in accordance with Yarra Primary School's Bullying and Harassment Policy which also includes the school's Code of Cooperation.

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5. Staff and student personal digital technologies devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

6. Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Yarra Primary School's Acceptable Use Agreement/Procedures for students. (refer Appendix A & B: Acceptable Use Agreements and Consent forms)

7. The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (refer: Acceptable Use Policy).

8. Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

9. Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act. (Refer: Acceptable Use Policy).

10. Yarra Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
    a. a clear explanation of the film or photo process
    b. proper information about the project, including the message, the medium and the audience

c. all proposed and foreseeable uses of the material, including secondary uses
d. the impacts of the material being disseminated
e. timeframes
f. any relevant intellectual property matters
g. that the person can choose not to be photographed or filmed.

11. Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

RESPONSIBILITIES AND CONSEQUENCES

1. The use of the Yarra Primary School's digital technologies resources, including network, is subject to the Acceptable Use Agreement (for staff) and Acceptable Use Agreement (for students). The school's digital technologies resources can only be used for or in connection with the educational or administrative functions of the school.
2. This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:
   a. Student Engagement and Inclusion policy
   b. Bullying and Harassment Policy
   c. Privacy policy
   d. Photographing and Film Policy

Responsibilities
1. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

2. 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.

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Consequences of Improper Use

Consistent with the Code of Cooperation breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students;

- 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 Code of Cooperation Policy

For Staff:

- Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken.
- See Acceptable Use Policy for more information http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx
- Use of digital technologies to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.
- While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and digital technologies.

Foundation to Year 2 Digital Technologies

- Students will be able to access internet sites that have been previously viewed by the classroom teacher or quality assured and available through the DET's website or other sources approved by the school.

- Students will always be adequately supervised when using digital technologies. The students will be advised by the teacher to always close websites and inform the teacher if they encounter any material that makes them uncomfortable at any time.

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- Students will be made aware by their teachers that they should never disclose any personal information online, including their phone number, their last name, home address, photograph of themselves or any information regarding their personal whereabouts at any time.

- Students will be taught explicitly about cyber-bullying, their online behaviour and safety by their teachers.

- Parents will sign an Agreement of Digital Technologies Acceptable Use agreeing to the above.

Year 3 - 6 Digital Technologies

- When using digital technologies, students will be mindful of internet security and personal online safety by not disclosing personal information including any personal passwords, full names, telephone numbers, images and information about their intended movements or whereabouts.

- Students will be respectful on how they communicate and work with others online. Online bullying will be dealt with, not tolerated.

- Students will use digital technologies at school for learning, use the equipment properly and carefully and not interfere with the work or data of another student unless working on an agreed collaborative project.

- Only authorised programs will be used at school.

- Students will remember that the content on the web is either in the public domain or someone's property and to consult with teachers to get permission to copy information.

- Students will be taught appropriate rules around copyright laws.

- Students and parents will sign a Digital Technologies Acceptable Use Policy

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Respond to online incidents

The Emergency and Security Management Unit (ESMU) operates a twenty-four hour, seven days per week emergency and security communication and coordination centre. Step-by-step guides provide practical steps and actions to protect, respond to or manage an online incident of concern. See: Step by step guides

Teachers working online

As a Department employee and a professional educator, teachers are expected to model smart, appropriate use of digital technologies. **See Staff social media policy**:

Manage personal information

Schools are bound by the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) (Victorian privacy laws).

Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from the parent, guardian or carer of a student to use and disclose their personal information.

This also applies to the registration and use of online learning tools and services. Schools are also required to create, manage and dispose of their public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic).

Services which operate online or within cloud technologies usually require certain personal details to create an account. Such services also usually provide an opportunity for personal information to be created within the space by the teacher and/or the student. Parents must give their consent knowing what information has been provided, who is able to see it and where it is stored. The intent of the space must also be understood.

The need for consent applies even when students sign themselves up for an account under teacher direction or supervision. It also applies if the personal information will not be accessible to or viewed by others, as stored data in a system.

Schools can undertake a privacy impact assessment (PIA) to identify and consider the privacy impacts of online services they would like to use.

Schools must also have parent consent before publishing, reproducing or communicating a student's work, information or image. Schools should understand that while consent

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can be freely given, it can also be withdrawn at any time. If consent is withdrawn, the school must remove the content/resource or access immediately. See: Consent forms

Digital copyright

Material on the internet is protected by copyright. The material that comprises a website will be protected by copyright and various pieces of content may be owned by different people.

In general, copyright in print, musical and artistic works, sound recordings or film contained on the internet will not be infringed, where the copy or communication is done with the permission of the copyright owner. Schools can ask permission or it could be indicated on a site or provided through Creative Commons licences under the fair dealing, flexible dealing, educational and other statutory exceptions, and copyright exceptions or through paid licence or agreement.

4.   Monitoring, Evaluation and Review

This policy will be reviewed as part of the school's review cycle

5.   Further Information and Resources

Related Policies

- Student Behaviour Policy
- Bullying prevention Policy,
- Student Engagement & Wellbeing Policy
- Supervision and Duty of Care Policy
- Privacy Policy
- Photographing and Filming Students Policy
- Social Media Policy

Links which are connected with this policy are:

http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx

School Policy and Advisory Guide Links (click on hyperlinks below):
- DET Using Technology to Support Teaching
- DET Schools and Cybersafety

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- [DET Acceptable Use Agreements and Consent](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

- [Bully Stoppers](#) – supports parents, teachers and principals in working together to make sure schools are safe and supportive places
- [Classroom resources](#) – links to downloadable classroom activities, videos, interactive learning modules and quiz, advice sheets and other useful resources to use in the classroom
- [Cyber Teach Toolkit](#)– sequential lessons developed for Vdigital technologiesorian classrooms
- [Safer internet day student activities](#) – developed to support primary and secondary teachers
- [Office of the Children's eSafety Commissioner](#) – the Office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying
- [Using Social Media: Guide for Department employees](#)

Appendices which are connected with this policy are:

APPENDIX A: Acceptable Use Agreement - Students Safe and Responsible Behaviour (Pages 6-7)

YARRA PRIMARY SCHOOL
Caring. Respect. Commitment.

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APPENDIX A: ACCEPTABLE USE AGREEMENT - STUDENTS SAFE AND RESPONSIBLE BEHAVIOUR

At Yarra Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. 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 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 (*Ask students to reflect on how they would 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 parents
- 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/I 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.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

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ACCEPTABLE USE AGREEMENT POLICY – INTERNET AND E-MAIL

STUDENT'S NAME: .... **GRADE:** ....

I understand and will follow the guidelines outlined. I understand that access to the internet and e-mail facilities is a privilege. Inappropriate use will result in loss of that privilege, just like breaking any other school rule.

- **Be Polite – Netiquette** – always send messages that are polite.
- **Be Responsible – Use appropriate, respectful language** – when you are on-line you are representing Yarra Primary School.
- **Privacy** – don't include any personal information like your full name, home address or phone numbers. Let your teachers know if any person is asking for personal information.
- **Information** – all the information accessed through the internet may not be accurate. Every effort will be made to ensure students develop skills to assist them to validate information.
- **Copyright** – respect other people's ownership of their work and don't copy it without permission.
- **Internet and Email** – is not to be accessed at school without a teacher's permission.
- **Privacy of Others** – don't access the files of other students or staff.
- Follow the **Cybersmart rules.**
- **USB Flash Drives / storage drives** are **not** permitted at school unless specifically requested by a teacher. In this case teachers will supervise students using this on the school network.

STUDENT'S SIGNATURE: ....

I agree to allow my child's work to be published on the school's website with first name only

☐ **Yes**   ☐ **No**   (please tick your preference)

I agree to allow my child's photograph to be published on the school's website with no name attached at specific times e.g. having fun on a sports day at school

☐ **Yes**   ☐ **No**   (please tick your preference)

I have discussed these guidelines with my child.

Signed …………………………………………………………………………….
                                                                (Parent/Guardian)

Date: …………………………………………………………………