DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure all 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 school wide digital technologies
(c) the school's commitment to promoting the safe, responsible and respectful use of 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 Jackson School. Staff use of digital technologies is governed by DET'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

Jackson School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. Digital Technologies integrated throughout all learning areas to support and enhance teaching and learning. The Digital Technologies curriculum supports the General Capabilities and Employability skills to ensure our students are prepared for our ever changing world.

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.

Jackson School aims for students to become confident and creative developers of digital solutions through the application of information systems and specific ways of thinking about problem solving. Our students are supported to acquire a deep knowledge and understanding of digital systems, data and information and the processes associated with creating digital solutions so they can take up an active role in meeting current and future needs of society.

iPads at Jackson School

Teaching and Learning at Jackson School is supported by the use of iPads. Students must bring a charged iPad to school each day to be used during class time for learning programs.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased iPad with them to school each day. Jackson School has special arrangements with JB HiFi a local computer store that offers discounted prices for the purchase of iPads.

Students are advised to have their own iPad that must:

- be brought to school in a protective case
- have at least 5GB of storage
- operate on iOS 11.4.1 or later
- Have all core apps downloaded from Meraki
- iPad air or above

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Jackson School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for learning. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school directly.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Jackson School, we are committed to educating all students to be safe, responsible and respectful in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Jackson School, we:

- use only online sites and digital tools that support students' engagement in their learning
- restrict the use of digital technologies in the classroom to specific uses with targeted educational needs
- actively supervise and support students using digital technologies in the classroom
- address any issues or incidents that have the potential to impact on the wellbeing of our students
- educate our students to be safe, responsible and respectful users of digital technologies through structured, targeted lessons
- educate our students about digital issues such as online privacy, cybersafety, and the importance of maintaining their own privacy online
- actively educate and remind students of their role in earning and maintaining their digital license

- 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 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.

It is the responsibility of all students to protect their own password and not share 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 a member of Wellbeing or Leadership 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Jackson School's Student Wellbeing and Engagement and Statement of Values policies.

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), Jackson School will institute a staged response, consistent with our PBIS behaviour policies and our AUA. 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 internet access and email privileges
- removal of printing privileges
- other consequences as outlined in the school's Acceptable Use Agreement

REVIEW CYCLE

This policy was last updated on 16th October 2018 and is scheduled for review in 2020 following the school review.

<u>Acceptable Use Agreement</u>

Part A: School profile statement

At Jackson School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement and Wellbeing Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct
- use only online sites and digital tools that support students' engagement in their learning
- restrict the use of digital technologies in the classroom to specific uses with targeted educational needs
- actively supervise and support students using digital technologies in the classroom
- address any issues or incidents that have the potential to impact on the wellbeing of our students
- educate our students to be safe, responsible and respectful users of digital technologies through structured, targeted lessons
- educate our students about digital issues such as online privacy, cyber safety, and the importance of maintaining their own privacy online
- actively educate and remind students of their role in earning and maintaining their digital license
- 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 updates in our newsletter and annual information sheets

Part B: Safe, Respectful and Responsible Behaviour

When I use digital technologies and the internet at Jackson School I agree to be CYBER SAFE at all

times by:

Keeping information private

This means:
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Logging out of applications when I'm finished with them
- Only sharing passwords with teachers and parents
- Turning off all geo-location apps
- Only adding people I know
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent

Opening and accessing safe and appropriate content

This means:
- Using sites that are right for my age and not deliberately searching for something rude or bad
- Using the Jackson School core apps and only opening apps that are within my age restriction
- Never use a VPN to access restricted content
- Not downloading unauthorised programs, including games

When I use digital technologies and the internet at Jackson School I agree to be RESPECTFUL ONLINE at all times by:

Respecting others online

This means:
- Never participating in online bullying (e.g. forwarding or sending messages and supporting others in harmful, inappropriate or hurtful online behaviours towards others)
- Posting ok words and comments
- Protecting the feelings and privacy of others by never posting or forwarding their personal details or images without their consent

Taking care of property

This means:

- Shutdown or restart computers or laptops properly
- Logout of computers and laptops when finished
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Ensure I have a protective case on my iPad
- Not delete any core school apps and/or change any settings to devices

When I use digital technologies and the internet at Jackson School I agree to be DIGITALLY RESPONSIBLE at all times by:

Reporting a problem

This means:
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Using the school wide STOP - BLOCK - REPORT bully prevention strategy

Uploading appropriate content

This means:
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Stopping to think about what I post or share online, as once it's posted it cannot be taken back.

Part C: Consequences

If I fail to meet the above digital technologies behaviour expectations, my teacher will determine whether the behaviour is minor or major according to PBIS guidelines. This may result in any of the following consequences:
- Social skills groups and re-teaching of appropriate behaviour
- Suspension of using digital technologies at school e.g. 1 day, 1 week (discretion of the Principal)
- Removal of internet access and email privileges
- Parent/carers contacted

Part D: Student declaration

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy and PBIS documents if I do not behave appropriately.

Signed: _____   Date: _____

Part E: Parent/Carer declaration

We have read through the Jackson School policy and acceptable use agreement and understand the school's expectations.

We have helped clarify what is expected of our child.

We will be supportive and consistent with Jackson School in delivering a safe, respectful and responsible digital technologies curriculum to our child.

Parent/carer name: _____

Signed: _____   Date: _____