**DIGITAL TECHNOLOGIES POLICY**

**Rationale:**
Information and communication technologies will be used effectively to provide a unique and powerful opportunity to enhance student learning.

**Aims:**
- To provide experiences for students to develop creative and analytical thinking
- To enhance learning opportunities and broaden the scope of learning through routine use of e-learning devices
- To develop 21$^{st}$ century skills and knowledge to produce useful products and find practical solutions to real life contexts
- To support greater engagement of students in all curriculum areas

**Implementation:**
- A digital learning leader will be appointed to provide whole school direction and expertise in the use of technology
- Evidence of e-learning will be found in all teacher work programs
- An e learning plan will be developed that reflects and builds upon the objectives detailed in AIP, SSP as well as department initiatives
- The school will provide sufficient funds to ensure the purchase of high quality technology that will assist in increasing student learning outcomes and continue to meet the 1:1 ratio in 3-6 requirements
- Staff will be continually up skilled through the use of internal Professional Development
- Technical support and local technicians will provide specialist expertise when required
- The school will develop and maintain a current and interactive website
- The school will maintain up to date e-learning devices to facilitate rich learning experiences
- An allocation for software will be assigned, in order to comply with Victorian Curriculum priorities
- Working SMART TVs or regular TVs will be provided in all learning areas of the school.

**INTERNET POLICY**
The educational value of appropriate information on the Internet is substantial. The Internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting.

There is information that may be judged as inaccurate, or unsuitable. Myrniong Primary School does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet. One of our school goals is to support students in the responsible use of this vast information source.

**Proper and Acceptable Use**

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The use of the Internet, including the world wide web on any device at Myrniong Primary School must be in support of education and academic research and consistent with the educational objectives.

**Unacceptable Uses of the Internet**
- Searching, viewing or retrieving materials that are not related to school work.
- Downloading of unauthorised games, music, or movies
- Copying, saving or redistributing copyright materials (users should assume that all material is copyrighted unless explicitly stated)
- Subscription to any services or ordering of any goods or services
- Sharing of students passwords, home phone numbers or address or any other private information
- Playing games or using other interactive sites unless specifically determined as educational
- Any activity that violates a school rule, or local state or federal law
- Using technologies to share any materials that are deemed offensive
- Participating in behaviours that may be deemed as harassment or bullying

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate materials he or she should close the browser immediately.

Misuse or violation of the terms of this agreement will result in suspension of a student's access to the Internet. Any action taken by a student which is a violation of a school rule will be subject to the usual disciplinary actions.

**Please note**: All students and parents will need to sign an Acceptable Use Agreement.

**COPYRIGHT POLICY**

**Department Copyright of Software Policy**
Ensuring the prevention of software theft is both a managerial and individual employee responsibility. Both corporate and individual users of software are subject to the provisions of the Copyright Act, 1968 which allows the imposition of corporate penalties and penalties against individual users resulting in fines and/or imprisonment.
Illegally copied software may also carry with it a high risk of computer virus infection. Subsequent eradication of virus infection may not easily be achieved and may be too late to prevent destruction of sensitive or vital data.

**The Departments Policy on Software Copyright**

(1) Unauthorised copying of software is illegal under the Copyright Act, 1968 and is strictly forbidden.

(2) Use of illegal copies of software is illegal under the Copyright Act, 1968 and is also strictly forbidden.

(3) Responsibility for ensuring compliance with (1) and (2) above rests with all users of PC software and specifically managers of local work areas and Principals in the case of schools.

(4) Only legitimately acquired software may be used and only in accordance with all applicable licence conditions.

(5) Disciplinary action may be taken by the Department against person or persons engaging in the unauthorised duplication and use of software. Persons found guilty of unauthorised copying of software may also be liable to penalties, under the Copyright Act 1968.

(6) Only software that has been legally purchased is to operate on DET equipment.

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(7) Individual work units should establish and maintain a software register (to include software, name, serial number of product, date of purchase, location of software) to enable verification of software compliance.

## School Copyright Policy
- Pirated, ripped and burnt games, movies and songs are forbidden
- Educational games are to be allowed at teachers discretion
- At teacher discretion any content deemed unsuitable for educational purposes, will be deleted.

## PERSONAL DEVICES IN SCHOOLS
It is the policy of Myrniong Primary School that personal devices are utilised through the BYOD program only and must be approved by the staff and/or digital learning leader before being added to the school's network.

From 2023 the BYOD program will begin to be phased out as the school invests heavily in the use of technology to support the learning of students. All students in grade 4 and above will continue to bring their own device to supplement the school owned devices in the classroom. In 2023 we will have a 1:2 school owned device allocation. It is envisaged that by the beginning of the 2026 school year, the school will implement a full 1:1 Apple iPad program for all students from Foundation to Year 6.

**Students at Myrniong Primary School have a responsibility to ensure that they:**
- Hand in mobile phones to the office before school and collect them at the end of the day
- Do not participate in cyber bullying
- Do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum program
- Do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- Report incidents of cyber bullying to a member of staff
- Advise students being victimised by cyber bullying to talk to an adult
- Offer to speak to an adult on behalf of the student who is being victimised by cyber bullying
- Do not share their passwords with anyone to protect their own (and others) privacy and personal information
- Do not upload or pass on any content that may be harmful or hurtful to others
- Do not upload content about or by others without their consent
- Participate in and uphold the expectations of Cyber Safety sessions as delivered by staff and external agencies i.e. Victoria Police
- Utilise only Applications/websites that are directed by classroom teachers/specialist teachers
- Access and use the school provided devices in accordance with this policy

It is recommended that parents set-up appropriate levels of parental control on their child's device i.e. *Downtime* (which is available in the Settings on ALL iPads). A copy of how to set this up, can be found on our school's website: https://www.myrniongps.vic.edu.au/myrniong_parents/ under the Digital Technologies Policy tab. Parents are also advised to consult https://www.esafety.gov.au/parents to develop their understanding around the safeguards and guidelines for supporting children and monitoring the use of the internet when online at home.

The use of digital technologies outside of school hours is the responsibility of the parent/guardian to monitor. When a student is concerned about an interaction online, they are encouraged to immediately capture screenshots of content and talk to a trusted adult. Parents/guardians are encouraged to contact the school if they are concerned that the content will impact a student whilst at school and in extreme circumstances parents are encouraged to consult with Victoria Police on how best to protect their child.

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## DIGITAL DEVICE POLICY

Myrniong Primary School uses devices as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each Parent and student involved in the Digital Technologies Program at Myrniong Primary School has been asked to agree to use the Internet responsibly. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Digital Technologies Program provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities. It is our vision that the Digital Technologies Program will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning. *'Anywhere, anytime, inclusive, engaging learning.*

**Personal Devices in schools:**
- It is the policy of Myrniong Primary School that no personal learning devices be brought to school unless it is an iPad being used in the 1:1 program (Grades 4-6 only) as approved by the staff and/or digital learning leader.

**Usage Guidelines for School Devices:**
- Students must carry digital technologies in an approved protective case at all times. Technologies comes with a pouch or cover for this purpose.
- Digital device monitors will be allocated in every classroom to monitor the school owned devices
- School owned devices will be numbered and allocated to students to ensure that damage can be monitored accurately
- Games are not to be accessed through the network or played on devices at school.
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the Internet Usage Policy.
- The set up and configuration of the device is not to be changed. This does not preclude students from installing home printer drivers and configuring devices for access to home networks and home Internet Service Providers. However, it is the responsibility of the student to ensure that the device remains ready and able to be connected to the school network.
- Students are not to install other programs. Work can be saved on the school network when at school and a memory stick when at home.
- Students may not disassemble any equipment. All repairs will be organised by the school.
- If damage to either school owned or personal devices is suspected, then the classroom teacher needs to be alerted immediately
- At school, devices must be secured in storage lockers, whenever they are not in the student's direct possession or being used, such as at recess and lunchtimes. Devices should not be left unattended in bags or in classrooms.
- All games and music used on the device must be legitimate and not pirated. You must respect copyright.
- The school cannot permit students to use illegal software. All software on the device must be licensed. Unauthorised copying of software or information belonging to others is prohibited.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the device responsibly. Users should not expect that any and all files and

information on the device is private, including that contained on a memory stick or other storage device connected to the device.

- School owned devices are the property of the school. The school reserves the right to access the device at any time.
- The school reserves the right to monitor personal devices when they are being used at school
- Students may not add or remove any identifying labels on school owned devices as this will void any warranty.

**Loss/Damage/Theft of Devices:**
- Lost personal devices are not covered by insurance. Students are responsible for knowing where their device is at ALL times.
- If students damage their device intentionally it will not be covered by insurance. The device must always be carried in the pouch or case. This minimises the chance of damage.
- If the device is stolen, accidentally damaged (e.g. liquid spills, run over or crushed) or destroyed (e.g. electrical surges, short circuits), students and parents will be responsible for following the procedure: A stolen device will require a police report being filled by the lease holder.

In all cases of damage to school owned devices or if the device is stolen, the student is required to give an explanation of the cause of the damage; this also requires a statement from the parent. The school, and in some cases the insurance company, will further investigate each claim to determine the cause of the problem. All insurance claims involve payment of an excess. Parents/Guardians need to be aware that they will be liable for the payment of this excess, which is $50 for a netbook and $100 for an iPad.

**Evaluation:**
This policy will be reviewed as part of the school's three-year review cycle. Policy due for review in 2026.

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Myrniong Primary School **uses** the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Each student has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities

**Student declaration**
When I use digital technologies, 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 feel (*ask students to reflect on how they would feel*.)
● not sending mean or bullying messages or forwarding them to other people.
● creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, 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 parent
● 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, 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
● will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
● use spaces or sites that are appropriate, 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

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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, responsible and an ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

*__Please discuss the acceptable use contract with your child.  Please sign and return this section to your child's classroom teacher__*

I will use this knowledge at school and everywhere I use digital technologies
This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula activities.
I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:…………………….…………….. Student Signature:……………………………
Class…………… Date…………..
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Parent    Name:………………….………….. Parent    Signature:…………………………..… Date……………

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