



## Clifton Creek Primary School Digital Technologies Policy

Clifton Creek Primary School uses Digital Technology including the Internet and Smart Devices as teaching and learning tools.

We see the Internet as a valuable resource but acknowledge it must be used responsibly. Students learn 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.

Cybersafety is a major concern facing all schools with the digital world opening up a new platform where inappropriate behaviours may occur. Internet based tools for sharing and discussing information (such as social networking sites, video & photo sharing websites, blogs, forums, podcasts, video conferring, email, instant messaging) and all other emerging electronic /digital applications are increasingly being used by students, teachers and parents for both professional and personal purposes.

Guiding principles of behaviour in this Policy apply to the Internet and these new technologies to ensure safe and responsible use.

### **At Clifton Creek Primary School we:**

- provide a filtered Internet service
- teach students not to give out their personal details including full names, telephone numbers or addresses.
- provide supervision and direction during Internet activities
- **ensure all students participate in age appropriate internet safety programs on a regular basis with reference to DE&T's *Cyber Teach Toolkit*.**
- set tasks that ask open questions, teaching students to locate information and then put this information into their own words. Students gain a good understanding of the information and are not simply copying and pasting information from a website
- provide age appropriate search engines
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- provide a *Safe Internet Use Information Brochure* to parents to help understand this policy.
- have a range of ipads, netbooks and notebooks available for students to use at school
- allow personal devices such as iPads to be used by students travelling on the school bus
- insist that school owned devices are the ONLY devices permitted to capture images by students within school boundaries and on the school bus. Authorisation of the Principal is required for use of any other device. All photographic devices are to have the GPS settings disabled.
- ensure the school Facebook page does NOT contain any images of children
- acknowledge that staff use their own devices when sourcing images for teaching/learning and promotional purposes with the Principal's authorisation
- allow students to play appropriate music through their own devices at school providing external speakers are used to enable collaborative sharing

## **Guiding Principles of Behaviour for Cybersafety**

**Students are taught the following prior to and during their use of digital technologies :**

- Never give out personal details including full names, telephone numbers, addresses and protecting my password
- Be respectful when talking and working with others online and never write or participate in online bullying
- Use the technology, including the Internet, at school for learning. Use the equipment properly and do not interfere with the work or data of another student
- Do not bring or download unauthorised programs, including games, to the school or run them on school devices
- Use only 'G rated' programs, games and sites at school and on the bus
- Do not go looking for rude, illegal or offensive sites
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- Talk to my teacher or another adult if:
  - ~ I need help online
  - ~ I am not sure what I should be doing on the Internet
  - ~ I come across sites which are not suitable for our school
  - ~ someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - ~ I feel that the welfare of other students at the school is being threatened by online activities.

**Students are reminded that:**

- Use of personal devices whilst on the bus are subject to all the same expectations and Guiding Principles of Behaviour as whilst within school grounds
- Misuse of personal devices will lead to confiscation. The Principal will communicate with parents and negotiate return of device.

### **References**

*"Using Social Media: Guide for DEECD Employees"*

[www.cybersmart.gov.au/](http://www.cybersmart.gov.au/)

*Cyber Teach Toolkit: Safe and responsible use of digital technologies*

*This policy is to be reviewed every year. This policy was last ratified by School Council on 9/05/2018*