



ICT Digital Technologies (Internet, Social Media and Digital Devices) Policy

Rationale

Rosanna Golf Links Primary School believes the teaching of cyber safety and responsible online usage and behaviour is essential in the lives of students, and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be educated to practice correct online behaviour themselves and others, particularly when no one is watching.

Rosanna Golf Links Primary School realises that contemporary life requires adapting to ever changing methods of communication. Social media provides a rare opportunity for RGLPS to celebrate success and communicate with the wider school community. Students, staff and parents of the school have a responsibility to engage appropriately with social media that is linked to the school. To this end, the school has developed the following guidelines to provide direction when participating in social media activities, e.g. classroom blogs, Facebook, Twitter, emails or any other social media platform/s used by staff, students and parents in connection with the school either directly, or indirectly in circumstances where the school, a parent, staff member and/or student of the school is identifiable. Posts and comments should help build and support the school community and be respectful of the opinions of others. Online behaviour should reflect the same standards of honesty, respect, and consideration that you use in face-to-face interactions, and be in accordance with the schools' 'Statement of Values and School Philosophy' policy.

Purpose

Rosanna Golf Links Primary School's Digital Technologies Policy has been developed to:

- To ensure staff, students and parents set and maintain high ethical standards in their use of social networking.
- Outline specific responsibilities for acceptable internet use by all students, parents/carers and staff at Rosanna Golf Links Primary School
- Establish school support for the safe and responsible use of digital technologies.
- The objective of this policy is to ensure the smart, safe and responsible use of ICT within the school community.

Scope

- Staff of Rosanna Golf Links Primary School are expressly required to abide by DET's Information, Communications and Technology Acceptable Use Policy.
 - <http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf>
- Staff members are expected to act professionally whilst using ICT tools for work purposes, during work hours and on school premises.

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

The Role of Students

- Students are responsible for good behaviour on school computer networks as detailed in Rosanna Golf Link Primary School's Student Code of Conduct for Information Technology and Computer Use (Appendix 1), which relates to computer and internet usage
- Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply
- Individual users of the school computer networks are responsible for their behaviour and communications over those networks
- It is an expectation that users will comply with school standards and will honour the agreements they have signed
- Students who have signed the Code of Conduct and fail to honour it, understand that the consequences for their behaviour may include the following:
 - Only working under the direct supervision of a teacher
 - Loss of access privileges
 - A meeting with the school principal and parents
- Be a safe, responsible and ethical user whenever and wherever ICT is used
- Talk to a teacher when feeling unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted is part of a digital footprint
- Protect their privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly
- Think critically about other users' intellectual property
- Not interfere with network security, the data of another users or attempt to log into the network with a user name or password of another student
- Refrain from bringing or downloading unauthorised programs, including games, to the school or run them on school computers.

The Role of Parents

- Parents/carers are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources
- Parents/carers are requested to reinforce the safe and responsible online behaviours at home
- Read through the Acceptable User Agreement with their child, sign the form and return to school at the beginning of the school year
- At home it is recommended that parents make some time to sit with their child to find out how they are using the Internet and who else is involved in any online activities
- It is also recommended a computer with Internet access is in a shared place in the house – not a child's bedroom.

The Role of the School and Staff

- Provide a filtered internet service

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- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Explicitly teach safe and responsible behaviour when using the internet
- Have a cybersafety program at the school which is reinforced across the school
- Use mobile technologies for educational purposes (e.g. photos from excursions)
- Provide support to parents/carers to understand this agreement (e.g. language support)
- Work with students to outline and reinforce the expected behaviours in the Internet
- Explicitly communicate the Code of Conduct for Information Technology and Computer Use with students from Prep, during term three
- Explicitly communicate the Code of Conduct for Information Technology and Computer Use with students from Grade 1-6 during term one ICT sessions
- Provide parents with the Acceptable User Agreement, collect the agreement during Term 1 and file the forms
- Display the Cyber Safety Posters in all classrooms within the school
- Provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum
- Actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and it's curriculum

Ensure that information published on the Internet by students or the School under Rosanna Golf Links Primary School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

General

- The school reserves the right to block sites accessible from the school premises that are deemed to be inappropriate (including but not limited to social networking sites, email, games, chat rooms, file sharing sites etc.).
- Use of DET ICT resources must be used for DET purposes only.
- The Principal or Assistant Principal must be informed of cyber/online bullying incidents or inappropriate personal behaviour involving staff and parents.
- When sending work related emails of a serious nature, it is suggested that the Principal or Assistant Principal be carbon copied into the exchange.

Social Networking

- Staff members are not permitted to be 'friends' with Rosanna Golf Links Primary School students under the age of 18 on social networking sites.
- Staff members are strongly discouraged from being 'friends' with parents on social networking sites.
- Staff are not permitted to breach the privacy of individuals within the Rosanna Golf Links Primary School community on social networking sites.
- Staff are not permitted to share student work and/or photos on social networking sites.
- Staff are not permitted to use social networking sites (including on personal mobile phones) during work hours, except during recess and lunch breaks when not supervising students.

Mobile Phones

- Personal mobile phones are required to be turned off or switched to 'silent' during face-to-face teaching time.
- Mobile phones are not to be used during face-to-face teaching time for personal use.

- Any non-compliance of this policy should be directed to the principal.
- You must adhere to the terms of use of the relevant social media platform/ website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment, other applicable laws and school policies.
- You must ensure that you do not use or disclose any confidential information, post, share or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, homophobic, ageist, discriminatory against socioeconomic status, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful.
- Child protection protocols must always be observed.
- Under no circumstances should disrespectful or offensive comments be made about staff, students, parents or the school in general. All members of R.G.L.P.S. should not comment upon nor forward unsupported information, e.g. rumours concerning the school or comment or post material that might otherwise cause damage to the school's, staff member's, parents' or students' reputation or bring it into disrepute.
- Be mindful that, by posting your comments and having online conversations etc. on social media sites you are broadcasting/publishing to the world. Even with the strictest or maximum privacy settings be aware that comments expressed via social networking pages under the impression of a 'private conversation' may still end up being shared into a more public domain.
- Staff, students and parents should never discuss sensitive school matters with others using Facebook, blogs and other social media outlets. As noted above, when posting, even on the strictest privacy settings, staff, students and parents should act on the assumption that all postings are in the public domain.
- The school's anti-bullying and harassment policy/ies applies to activities which are both online and in the physical workplace.
- Keep in mind that school staff members are not recommended under the social media policy to accept invitations to or from parents or students to join social media sites.
- If you come across positive or negative remarks about the school and/ or its operations online that you believe are important, you may pass those posts to the schools leadership team who will consider such comments on a case by case basis.
- If there is a lack of judgement, be sure to correct any mistake you make immediately, and make clear what you have done to fix it. Apologise if the situation warrants it. If it's a major mistake, e.g. reporting confidential information, let someone know immediately so the school can take the proper steps to help minimise any impact it may have.

COMPLIANCE/ BREACH OF THIS POLICY

- Posts made to any of the official RGLPS accounts which contradict the social media policy will not be approved and deleted by the school's moderators.
- Staff and wider school community members who make posts to any social media sites which contradict the school policy will be followed up by school leadership in order to address the non-compliance.
- Depending on the circumstances, non-compliance with this policy may constitute a breach of contractual/employment obligations, sexual harassment, child protection or criminal laws, discrimination or some other contravention of the law.
- It is important to note that reports of cyber bullying and other technology abuses may result in a notification to the police or other relevant authority/ies where the school is legally obliged to do so.
- In some cases disrespectful, harassing, or bullying behaviour may be considered a criminal offence under state and/or federal law. Under the:

- 1) *Criminal Code Act 1995* (Cth) it is an offence to use a carriage service to menace, harass or cause offence.
- 2) *Crimes Act 1958* (Vic) it is an offence to publish on the internet a statement or material relating to the victim or material claiming to originate from the victim or to give offensive material to the victim, including through electronic means (stalking).
- 3) *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995* (Vic) it is an offence to use an on-line information service to publish, transmit objectionable material or make objectionable material available for transmission.
- 4) Criminal behaviour can also be reported to the **Australian Cybercrime Online Reporting Network** (ACORN - <http://www.acorn.gov.au/>) ACORN is a national policing initiative of the Commonwealth, State and Territory governments. It provides advice to the public to help recognise and avoid common types of cybercrime. ACORN also provides a national online system that allows the public to [securely report instances of cybercrime](#) (including cyberbullying).

Related Policies and Resources

To be read in conjunction with:

- Statement of Values and School Philosophy
- Visitors Policy
- Statement of Commitment to Child Safety/Child Safe Policy
- Child Safety Code of Conduct
- Working with Children and Suitability Checks
- Legislation, guidance and codes of practice
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Information, Communications and Technology Acceptable Use Policy.
- <http://www.education.vic.gov.au/management/lol/guides/use.htm>



parentsocialmediaschoolcommunity.pdf



Code of Conduct 26.12

EVALUATION:

This policy shall be evaluated as part of the school's cyclic review process.

APPENDICES:

Appendix One: Student Code of Conduct for Information Technology and Computer Use

Appendix Two: Acceptable Usage Agreement Form

STUDENT CODE OF CONDUCT FOR INFORMATION TECHNOLOGY AND COMPUTER USE

1. I understand that the use of computers and the Internet at RGLPS is a privilege not a right.
2. I agree to follow all instructions given by a teacher.
3. My behaviour when using the Internet, Intranet and e-mail will be responsible and appropriate. Before I send messages I agree to check the contents with my teacher or the network supervisor.
4. I will only ever use my first name and never disclose any personal addresses or phone numbers.
5. If I come across an inappropriate site or any information that makes me feel uncomfortable, I will immediately navigate away from the site and inform a teacher about what has happened.
6. I will respect the privacy of others and not attempt to use another person's name, personal details or passwords or to gain unauthorised access to another person's files or communications.
7. I agree to inform a teacher if I have knowledge of others breaching this code or using technology for cyberbullying.
8. I will not alter any of the computer hardware or software and will not attempt to bypass software protocols that are there for my protection.
9. I will take great care with all computer equipment and remember it is a shared resource.

I agree to following the rules above and understand that the consequences for inappropriate behavior while using the school computer network may include: only working under the direct supervision of a teacher, loss of access privileges and a meeting with the school Principal and my parents.

Rosanna Golf Links Primary School Acceptable Use Agreement For Internet And Digital Technologies

Rosanna Golf Links Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Rosanna Golf Links Primary School uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At **Rosanna Golf Links Primary School** we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through the document attached to this agreement for parents to keep at home
- work with students to outline and reinforce the expected behaviours on the Internet.

If you have any concerns about this agreement or ideas for making the agreement better contact **Kelly Morrow or Seona Aulich**. For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

Rosanna Golf Links Primary School Acceptable Use Agreement For Internet And Digital Technologies
Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies 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.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.

Student Name

Year Level

Student Signature

Parent/Carer Signature

Date

Review

This policy is to be reviewed every 1-2 years and ratified by School Council, as part of the school's policy review process.