Help for non-English speakers

If you need help to understand the information in this policy, please contact Lara Lake Primary School on 5282 1261.

PURPOSE

To ensure that all students and 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 including our 1-to-2 personal device program

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Lara Lake Primary School.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- Social Media Use to Support Student Learning.

Staff also follow our school's Acceptable Use Agreement – **See Annexure A**

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lara Lake Primary School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Lara Lake Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Lara Lake Primary School

At Lara Lake Primary School we believe that digital technology is an integral component of the teaching and learning program. iPads are used to foster a collaborative culture where learners can create, inquire and communicate through developing authentic learning partnerships. We believe in developing our students' understanding of global citizenship, which includes being a safe and aware user in an ever-changing online environment.

School Commitment:

Beginning in 2021 the school will invest in school owned devices at a ratio of 1-2 (1 device between every 2 students). The initial investment will be for the Grade 3 cohort in 2021.

Grades 4-6 will remain BYO iPads for 2021 as they have already purchased devices and are accustomed with the rules and expectations around usage.

Phased Approach:

2021: Grade 3 School owned - Grades 4-6 BYOD

2022: Grade 3&4 School owned - Grade 5&6 BYOD

2023: Grade 3-5 School owned - Grade 6 BYOD

2024: All devices are school owned – no personal devices can be brought to school.

There are a number of reasons for this change of direction, they include:

- Limiting costs for families during times of hardship

- Ensuring equal and fair access to devices for all students

- Reducing screen time and focussing on blended learning

- Ensuring that devices that are onsite are safely managed and contain no inappropriate content/accounts/apps (including prohibited social media accounts such as TikTok, Snapchat etc.)

- Removing the issue of damage to personal devices

- Student safety as an absolute priority.

Rationale

In the 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.

Lara Lake Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

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, may be reported to police.

Lara Lake Primary School uses the Internet and Digital Technologies as teaching and learning tools. We see them as valuable resources but acknowledge they must be used responsibly.

Children use Google Education Accounts, provided by the Department of Education, to safely store and access their information. Each device will be managed by the school using Jamf. This allows our technicians to effectively add applications and troubleshoot issues with devices.

At Lara Lake we believe in blended learning. iPads will be used sparingly and conventional learning tools such as books, rulers, pens and pencils will predominate.

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact a member of the Principal Class Team.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lara Lake Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Lara Lake Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including eSmart & the eSafety Commissioner resources
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement and Wellbeing* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an **Acceptable Use Agreement (see Annexure A**) outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the 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 at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 (see Annexure A).**

It is the responsibility of all students to protect their own password and not divulge 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 their classroom teacher, who will liaise with the IT Department 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.

Social media use

Our school follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Lara Lake Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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), Lara Lake Primary School will institute a staged response, consistent with our student engagement and behaviour policies*.*

Breaches of this policy by students using a device from home can result in a number of consequences which follow the following strike response:

1st strike: Device shut down at school and student given warning. Parents notified.

2nd strike: Device banned from school for three weeks.

3rd strike: Device banned from school at Principal's discretion.

Breaches of this policy by students using SCHOOL OWNED DEVICES will result in the following consequences:

1st strike: Access removed for 1 day

2nd strike: Access removed for 1 week

3rd strike: Student banned from using school owned devices

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions

POLICY REVIEW AND APPROVAL

Created date	**2022**
Consultation	School Improvement Team December 2022 School council – March 2023 Sub-Committees – March 2023
Endorsed by	Lara Lake School Council – March 2023 Zane Moylan – Principal – March 2023
Endorsed on	**March 2023**
Next review date	**March 2025**

ANNEXURE A: ACCEPTABLE USE AGREEMENT

LARA LAKE PRIMARY SCHOOL IPAD PROGRAM

Rationale

- Lara Lake Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school
- Students in the 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, may be reported to police.
- Lara Lake Primary School uses the Internet and Digital Technologies as teaching and learning tools. We see them as valuable resources, but acknowledge they must be used responsibly.
- This agreement aligns with Child Safe Standards (for more information see our Child Safe Policy)
- Lara Lake implements a BYOD program in grade 5/6 area and uses school owned devices in Grade P-4

THE SCHOOL WILL:

- maintain eSmart accreditation/membership which outlines how schools develop safe online practices (see more at https://www.esmartschools.org.au/)
- have a cyber safety program at the school which is reinforced regularly
- 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 access to the Department of Education and Early Childhood Development's search engine Connect (www.education.vic.gov.au/primary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- use mobile technologies for educational purposes
- provide support to parents/carers via information evenings and through the document attached to this agreement
- provide a student-centred 1:1 program to support personalised learning

When cyber bullying has occurred, the incident(s) will be handled in the following manner:

- ensure parents/guardians are informed
- ensure a member of the school leadership team is informed
- provide appropriate support to students who are targets of bullying and those who demonstrate bullying behaviours
- ensure offender is addressed by a relevant staff member
- inform Police (where appropriate or necessary)
- contact the website or online service, if applicable, to ensure offending content is removed
- take appropriate actions and apply relevant consequences, as appropriate (such as suspension of privileges for a period of time depending on the severity of the incident)

GENERAL INFORMATION

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Incidents online often go unreported. Reasons include feelings of embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted leave a digital footprint. Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook, Instagram or Snapchat. Students like to publish information about themselves and their friends in online spaces, including using popular communication applications such as Tik Tok or Roblox. This can put them at risk of being approached, groomed or bullied online.

It is important to realise that there is a time for fun and a time for work even on the Internet. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the Internet or mobile technologies for their learning. If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

Web tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Music, information, images and games on the Internet are owned by someone. The term 'Copyright' is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Not everything on the Internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the Internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the Internet.

In school settings, Internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies, which bypass filters, will have their Internet access reviewed and their parent/carers will be immediately informed.

Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc. and these put all school equipment and student work at risk.

THE STUDENTS WILL:

Broad Guidelines

- Follow the guidelines of our Student Engagement/Wellbeing Policy
- Be a safe, responsible and ethical user of ICT at school
- Communicate respectfully via ICT at all times
- Talk to a teacher if anything uncomfortable or unsafe online occurs
- Identify concerns to teachers if they see others participating in unsafe, inappropriate or hurtful online behaviour
- Report incidents if they feel that the welfare of themselves or other students at the school is being threatened
- Report websites they come across sites which are not suitable for their school
- Report to teachers when someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- Password protect any spaces or accounts they have
- Protect privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- When posting information online, a good rule is, "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read."
- Understand the terms and conditions of any website or online community that they might join
- Take a screenshot of any content they deem to be inappropriate as evidence that they can show a trusted adult
- Think critically about other users' intellectual property and how I use content posted on the Internet, not simply copy and paste information from websites.
- Only take photos and record sound or video when it is part of a class or lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers) during camp and excursions
- 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 captured and never use these as a tool for bullying
- Protect devices at all times. This includes not using devices in the schoolyard without supervision and supplying a sturdy case for its protection (the device must not come to school without a case (Grades 4-6)).

STUDENTS WILL NOT

- Share personal details, including images of themselves or their friends online
- Allow anyone they don't know to join their chat or collaborative space
- Use full names in reference to individuals in any image, movie or sound recording
- 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
- Reveal their password to anyone except the system administrator or classroom teachers
- Bring or download programs without permission, including games, to the school or run them on school computers
- Deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images)
- Write or participate in online bullying
- Use any device in the school yard before school, after school or during recess or lunchtimes

SUPPORT FOR FAMILIES

Research shows that students are reluctant to report issues and put at risk their internet/phone access

- Encourage your child to set their space to 'private' if they use a social networking sites (they are then in control of who can contact them and access their information).
- Ensure that all Internet activities occur in a shared place – not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc.
- Set restrictions on the iPad to prevent your child from accessing harmful content.

Advice to support the safe and responsible use of digital technologies at home

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat. The term "space" is used here to describe a website or app that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The Internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

Key discussion questions for parents to ask

At home we recommend you make some time to find out how your child is using the Internet. Make some time to sit with them online and ask questions such as:

- What are you looking at right now?
- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?

- Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn't you tell and why not?

About the agreement

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Lara Lake Primary School – Individually Owned Devices and Age Appropriate Apps

While the vast majority of individually owned devices utilised at school do comply with age restriction conditions, some do not. Some individually owned devices are problematic in that the content contained on those, which is generated out of school hours, can impact on school life and the wellbeing of young students. Students who are not old enough to access apps are using them and some of the content being distributed out of school hours is alarming and disturbing. Inappropriate content including images, text, cyber-bullying and other conversations are being posted by some students and shared with other students and this is alarming parents and school staff. This is happening in the homes of some of Lara Lake Primary School's students.

The age ratings that come with games, apps, films and social networks are a good guide to whether they're suitable for your child. If the age restriction is 13 years and your child is younger than that, they should not be accessing that app.

All of the Apps listed below require users to be at least 13 years old:

Tik-Tok, Facebook, Messenger, Snap Chat, Instagram, Twitter, Pinterest, Tumblr.

A thorough list of age appropriate apps is provided by the Australian Government at https://esafety.gov.au/education-resources/iparent/staying-safe/social-networking/is-there-an-age-limit-for-kids-on-social-media

Devices that have Apps with age restrictions of 13 or above will not be permitted on to Lara Lake Primary School property or given access to school WiFi or Servers. Devices are monitored centrally by school servers as a matter of duty of care. In the instance where a student's device is found to have inappropriate Apps installed, the following process will be implemented:

1st time   Device shut down at school and student given warning. Parents notified.

2nd time   Device shut down at school and student given warning. Parents notified.

3rd time   Device banned from school for three weeks.

4th time   Device banned from school at Principal's discretion.

Any student whose device has been banned will have shared access to school-provided devices.

Please be assured that a firewall, filter system and other protective measures are implemented at all Government schools and are updated continuously.

The following information provides some hints around ensuring your child is safe:

INTERNET SAFETY CHECKLIST FOR PRE-TEENS

Have free and frank discussions

Encourage your child to talk to you about how they use the internet and show you what they do. Discuss with them the kinds of things they might come across. A good time to talk is when they get a new device or mention a new website.

Manage their devices

Encourage them to use their tech devices in a communal area such as the living room or kitchen and set up a user account for your child. If you think they aren't old enough to have a mobile phone or tablet, stay firm and explain the reasons why. Don't permit use while your child is unsupervised.

Put yourself in control

Activate parental controls on your home broadband, all devices including mobile phones and games consoles. Safe search settings can also be activated on Google (and other search engines), YouTube and on entertainment sites like iTunes and iPlayer.

Stay safe on the move

Be aware that if your child is accessing the internet using public WiFi they may not have safety features active. Some providers are part of family friendly WiFi schemes with filters to block inappropriate content. Look out for friendly WiFi symbols like Mumsnet Family Friendly WiFi and RDI Friendly WiFi symbols when you're out and about.

Have an agreement

Agree and set boundaries with them or have a <u>family contract</u> for their internet use, including when and where they can use portable devices and for how long, before they get used to doing their own thing.

Start discussions about social networking early

Talk to children about the benefits and risks of social networking before they join any age appropriate sites. Let them know that anything they upload, email or message could stay around forever online.

Keep private information private

If your child (over 13 years old) does have a social networking profile, teach them to block or ignore people and how to set strict privacy settings. Request that you or someone you both trust becomes their 'friend' or 'follower' to check that conversations and posts are appropriate.

Check age ratings

The age ratings that come with games, apps, films and social networks are a good guide to whether they're suitable for your child.