



DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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.
- (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 Queenscliff 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](#).
- Acceptable Use Policy.

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

- Queenscliff Primary Schools 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 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

Queenscliff Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 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.

Queenscliff 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.

Safe and appropriate use of digital technologies

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

At Queenscliff 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 [insert details of specific programs]
- 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* policy that outlines our school’s values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement 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 authority for investigation
- 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.

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 the classroom teacher, 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

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Queenscliff Primary School *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), Queenscliff Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

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.

COMMUNICATION

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

- Available publicly on our school's website [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Made available in hard copy from the school administration upon request
- Included in student diaries so that it is easily accessible to parents, carers and students

POLICY REVIEW AND APPROVAL

Policy last reviewed	12th September 2022
Consultation	School Council SRC
Approved by	Principal and School Council
Next scheduled review date	12 th September 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

- Parent Consent Form see attachment
- iPad/Laptop Device Loan Agreement

See links below for template Acceptable Use Agreements on the Department's website:

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)

PARENT/GUARDIAN CONSENT 2021

STUDENT'S NAME:.....DATE:...../...../.....

1. LOCAL VISITS AND EXCURSIONS

I hereby give permission for my child to participate in any local visits, excursions or other school activities within the Borough of Queenscliffe, requiring my child to be taken from the Queenscliff Primary School premises.

In the event of accident or illness to my child, I authorise the teacher in charge of the local excursions to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary

YES

NO

Signed.....(Parent/Guardian)

2. USE OF CLASS SETS / LIBRARY BOOKS

In the event of my child damaging or losing a school text / library book, I will replace the item or reimburse the school for the required amount.

Signed.....(Parent/Guardian)

4. SCHOOL PROMOTIONS AND PHOTOGRAPHS

Celebrating learning, school events, excursions and programs are a large part of building school pride as well as promoting Queenscliff Primary School. Cooperation is sought to use such material to recognise

and promote student participation and achievement in both the Queenscliff Primary School and wider communities.

I give consent for my child's photograph and/or school work to be taken for use in publications, social media and promotional materials administered by Queenscliff Primary School, both in print and online, inclusive of local newspaper publications.

Students who do not have parent/guardian consent will not be used in school photography.

YES NO

Signed.....(Parent/Guardian)

9. SUNSCREEN

I give permission for my child/children to wear sunscreen provided by Queenscliff Primary School.

YES NO

Signed.....(Parent/Guardian)

9. MOSQUITO REPELENT

I give permission for my child/children to wear mosquito repellent provided by Queenscliff Primary School.

YES NO

Signed.....(Parent/Guardian)

6. ACCEPTABLE USE POLICY – DIGITAL TECHNOLOGY STUDENT AGREEMENT

I understand and will follow the guidelines outlined. I understand that inappropriate access to the internet and digital technologies hardware will result in restricted access. I will follow the guidelines below:

1. **Be Polite - Netiquette** - always send messages that are polite.
2. **Be Responsible - Use appropriate, respectful language** - when you are on-line you are representing Queenscliff Primary School.
3. **Privacy** - don't include any personal information like your full name, home address or phone numbers.

Let your teachers know if any person is asking for personal information.
4. **Information** - the information accessed through the internet may not always be accurate. Every effort will be made to ensure children develop skills to assist them to validate information.
5. **Look after and take good care** of all school owned digital technology hardware.

Signed.....(Student)

8. STUDENT MEDICAL DETAILS AND PERSONAL CONTACT DETAILS

Please read this section carefully to assist us to provide the best care for your child.

I wish to update the medical details given for my child and/or my personal contact details.

YES NO

If yes, please outline any changes to your child's health status/medication and/or personal contact details which the school should be aware of.

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.....

I understand it is my responsibility to inform the school of any medication/management plans for my child, eg. Asthma, Allergies etc. or changes to my personal contact details.

Signed.....(Parent/Guardian)

[Privacy Information](#)

The primary purpose of collection of personal information of students and parents is to assist Queenscliff Primary School in providing education to its students.
The information will only be used and disclosed for the purposes for which it was intended or for a directly related secondary purpose, unless agreed otherwise or under law.

Queenscliff Primary School

Loan of Equipment

POLICY

Rationale:

- Teaching and learning opportunities for staff members and students can be enhanced by the school lending equipment for school related purposes. Similarly, relationships with groups and organisations can be strengthened by the school making available equipment for community use.

Aims:

- To enhance teaching and learning opportunities for staff and students and the community.
- To strengthen relations with community groups and organisations.

Implementation:

- Staff members may borrow specific items of school equipment for the purpose of completing school work at home, but must complete an entry in the borrowing book located in the school Administration Office, including a declaration that any costs resulting from loss or damage that is not covered by DE&T insurance, will be borne by the borrower.
- Community organisations and groups may borrow specific items of school equipment, but must arrange to do so with the Principal or Business Manager. A representative of the group must complete an entry in the borrowing book located in the school Administration Office, including a declaration that any costs resulting from loss or damage that is not covered by DE&T insurance, will be borne by the borrower.
- All school assets will be recorded on the CASES assets register, and will be engraved or identified as school property. An annual stock take will determine the location and condition of each recorded asset.

- All instances of inappropriate activity involving lent equipment (including loss, vandalism, arson, theft and burglary) are to be reported to the school, the police and the Office of Emergency Management ph: (03) 9589 6266 as soon as detected.



Queenscliff Primary School Staff and Community

Borrowing Of School Equipment Register

Name:

.....

Address Contact Number

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Address

.....

(where equipment will be used)

Type of Equipment (eg Brand Name, Description)	IDENTIFICATION (Serial Number)
Purpose	

Declaration: *I agree that any costs resulting from loss or damage that is not covered by DE&T insurance will be borne by me.*

Signature of Borrower	
Signature of Person in Charge of Equipment	
Signature of Principal/Business Manager	

Date Borrowed	
Date to be Returned	

Date Returned	
Signature of Borrower	

Under DE&T Insurance scheme Equipment or Instruments damaged or lost while on loan for unapproved purposes will not be covered.



iPad/Laptop Device Loan Agreement

Agreement: As outlined in the ICT Acceptable Use Agreement on the Parent/Guardian consent form signed on enrolment. The expectations of students who utilize school owned devices and accessories, in this case for use offsite during the Covid19 pandemic, that the student and family will be ultimately responsible to ensure that the device and accessories (as detailed below) will be returned to the school in the condition in which it was received. Any repairs or replacement items required to restore the device and accessories to the original condition will be the financial responsibility of the Parent/Guardian as signed below.

Capacity: The expectation is that the student's usage of the device and accessories will be solely for flexible learning during the mandated school period. The school has the right to push out to the devices, any apps that the Principal/Teachers deems will be required for the student's home learning. The student and family will not attempt to load any external applications onto the device, in doing so may result in remote cessation of the use of the device, and the requirement to return the device to the school immediately.

Consideration: QPS agrees that the use of the loan devices will not be charged to the family, but that the repairs or replacement items required to restore the device and accessories to the original condition will be the financial responsibility of the Parent/Guardian as signed below (see 'Agreement Clause' above).

Intention: It is the intention of QPS that this agreement will be in effect for the duration of the mandated school flexible learning period. Once the school is cleared to re-open to student attendance, the loan device will be required to be returned to the school community.

FAMILY NAME:

STUDENT NAMES: **DEVICE:**

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I acknowledge that I have read the agreement terms as seen above, and am responsible for returning the equipment listed above in the condition in which it was received and I willingly take responsibility for any repairs or replacement of lost or damaged items.

Print Name: Signature:

Date: