DIGITAL TECHNOLOGIES AND eSMART POLICY

To be read in conjunction with Student Engagement Policy: http://www.mpp.vic.edu.au/school-council/school-policies/ and the eConnect guidelines: http://www.mpp.vic.edu.au/resources-and-facilities/econnect/

Rationale:

This Policy and Agreement outlines the conditions applying to the use of digital technologies at MPPS and the behaviours associated with the safe, responsible and ethical use of ICT.

Moonee Ponds Primary School believes the teaching of safe 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, communicating and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through a digital environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

In line with the eSmart Schools Framework MPPS is a school where *"the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls"* (https://www.esmartschools.org.au).

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Students also need to understand that some online activities may be illegal and as such will be reported to police.

Aims:

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the MPPS Student Engagement Policy which includes actions and consequences for inappropriate behaviour.
- Educate MPPS students to be smart, safe, responsible and ethical users of digital technologies.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.
- Achieve accreditation as an eSmart school by meeting all criteria as outlined in the eSmart System Tools.

Definitions

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, laptops, cameras, all types of mobile phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions, all storage devices, cameras and any other technologies as they come into use.

eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace (The Alannah and Madeline Foundation).

Cybersafety is the act of taking precautions to protect and maintain anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an environment that utilises technology.

Bullying is when a person or group of people deliberately upset another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion.

Cyberbullying and online bullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders are often involved in cyberbullying and are responsible for responding proactively to such activities.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

Implementation:

Moonee Ponds Primary School uses digital technologies as teaching and learning tools. We see them as valuable resources, but acknowledge they must be used responsibly. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Moonee Ponds Primary School we:
- support students in developing digital literacy skills
- provide direction and supervision when using digital technologies for learning and when participating in online activities
- work with students to outline and reinforce the expected behaviours in online environments
- have a school wide cybersafety program that promotes the safe, informed and responsible of digital technologies The MPPS Cybersafe Program, developed from the ACMA site, is delivered to all students each year and cybersafety is integrated across curriculum areas.
- have policies in place that outline the values of the school and expected behaviours, this includes student use of digital technology and the internet
- respond to issues or incidents that have the potential to impact on the wellbeing of our students. All incidents of cyberbullying, including at school and outside school hours, are to be reported to the leadership team.
- provide a filtered internet service
- provide access to the Department of Education and Training's search engine Fuse (www.education.vic.gov.au/primary or www.education.vic.gov.au/secondary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide support to parents/carers to understand the importance of safe, informed and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child (e.g. information sessions, newsletter articles and government online resources https://esafety.gov.au/education-resources/parent-resources and www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
- provide support to parents/carers to understand this agreement (e.g. language support)
- A cyberbullying register is maintained by the school and any incidents will be reported to parents/carers of the student(s) involved.
- Display user agreement and cybersafe expectations visibly in work areas across the school.

Members of Staff at Moonee Ponds Primary School have the responsibility to ensure that:
- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy
- They are aware of cyber bullying and able to identify and look for signs of occurrence amongst students
- Students are aware that any form of cyber bullying is prohibited at Moonee Ponds Primary School
- Students are aware of the consequences of cyber bullying (Acceptable Use Agreement of Internet and Digital Technologies)
- All cases of cyber bullying are reported to the ICT Leader/Principal/Assistant Principal and responded to promptly
- There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyber bullying.
- They are aware of appropriate use of Social Media within their status as educational employees http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

Parents at Moonee Ponds Primary School have the responsibility to ensure that they:
- Are familiar with the school's Acceptable Use Agreement of Internet and Digital Technologies so they can support their child to adhere to the expectations set out in the document
- Report any incident of cyber bullying or unsafe cyber behaviour that they become aware of to the school as soon as possible
- Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.

Students at Moonee Ponds Primary School have the responsibility to ensure that:
- The Moonee Ponds Primary School values of respect, optimism, care and collaboration are demonstrated when using digital technologies
- Only approved digital technologies are used in accordance with the signed Acceptable Use Agreement of Internet and Digital Technologies and in line with the school curriculum program (see appendix 1)
- They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications
- All incidents of cyber bullying are reported to a member of staff
- They take steps to protect their own (and others) privacy and personally identifiable information
- They abide by the points outlined in the Student Acceptable Use Agreement (see appendix 1)

Resources:
- **Domain 2.1 esmart Policy Implementation Guidelines**
- **DET social media policy & guidelines:** http://www.education.vic.gov.au/school/principals/spag/governance/Pages/socialmedia.aspx
- **Privacy Act:** www.education.vic.gov.au/Pages/privacypolicy.aspx

Appendix
- **Appendix 1: Acceptable Use Agreement for Digital Technologies**
    - **Introduction:** Acceptable Use Agreement for Digital Technologies
    - **Agreement:** Acceptable Use Agreement for Digital Technologies
    - **Part A:** Family Information - Advice to support the understanding of the Acceptable Use Agreement for Digital Technologies.
    - **Part B:** Family Information - Advice on how to support the safe and responsible use of digital technologies at home.

Evaluation: This policy will be evaluated on a 3 year review cycle.

Key person responsible for development of this policy: Principal

This policy was last ratified by School Council in….	2016	

Appendix 1

Acceptable Use Agreement for Digital Technologies

The following Agreement and explanatory 'Parts' form part of the MPPS eSmart policies which in turn fall under the MPPS Student Engagement and Wellbeing expectations. The Agreement outlines student expectations when using digital technologies in learning contexts both within the school environment and when using school platforms to communicate outside the confines of the school grounds.

Moonee Ponds Primary School provides students with digital devices in the expectation that they will make good decisions with regard to their personal use that sit within our values of respect, optimism, care and collaboration. Access to the internet and mobile technology at school will be renegotiated if students do not act responsibly. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities

Part A unpacks the 12 points of the agreement while Part B offers advice on how to discuss the agreement with your child and how to support the safe and responsible use of digital technologies at home. Authorised student users are required to sign and comply with the Agreement.

This Acceptable Use Agreement must be signed and provided to the school before devices or services (including network facilities, school owned devices, 1 to 1 program or student email accounts for senior students) will be issued or used. It is recommended that students and their parent/carer keep a copy of the Digital Technologies Policy and Acceptable Use Agreement for reference.
If necessary, a replacement copy will be supplied upon request or is available online at
www.mpp.vic.edu.au/school-policies. The school encourages anyone with a query about the Digital Technologies Policy and/or Acceptable Use Agreement to contact the MPPS principal.

Acceptable Use Agreement for Digital Technologies

When using digital technology, I agree to:

1. be a safe, responsible and ethical user whenever and wherever I use it
2. 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)
3. talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
4. 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
5. protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and unauthorised images
6. use the internet for educational purposes and use the equipment properly
7. use approved social networking sites for educational purposes and only as directed by teachers
8. abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
9. think critically about other users' intellectual property and how I use content posted on the internet.
10. 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
11. not reveal my password to anyone except the system administrator or the teacher
12. not bring or download unauthorised programs, including games, to the school or run them on school computers

This agreement also applies during school excursions, camps and extra-curricular activities.
Moonee Ponds Primary School provides students with a digital device on the expectation that they will make good decisions with regard to their personal use that sit within our values of respect, optimism, care and collaboration.
This agreement must be signed and provided to the school before issue or use.

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:** _____

If you have any concerns about this agreement or ideas for making the agreement better contact the principal. For further support with online issues:

Students can call Kids Helpline on 1800 5 1800.

Parents/carers can call Parentline 132289 or visit https://esafety.gov.au

Part A
Family Information
Advice to support the understanding of the Acceptable Use Agreement for Digital Technologies.

About the agreement:

Moonee Ponds Primary School uses digital technologies as teaching and learning tools. We see them as valuable resources but acknowledge they must be used responsibly. Your child has been asked to agree to use digital 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.

> ***Parents at Moonee Ponds Primary School have the responsibility to ensure that they:***
> - *Are familiar with the school's Acceptable Use Agreement of Internet and Digital Technologies so they can support their child to adhere to the expectations set out in the document*
> - *Report any incident of cyber bullying or unsafe cyber behaviour that they become aware of to the school as soon as possible*
> - *Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.*

(Drawn from MPPS Digital Technologies and eSmart Policy)

In signing this agreement your child will be agreeing to behave in a certain way when using technology, and to take appropriate action when and as required.

The conditions of agreement are explained in detail below. Please carefully discuss these points with your child to ensure they fully understand their responsibilities before they sign the agreement.

Please feel free to contact the school to clarify or receive additional information.

1. Be a safe, responsible and ethical user whenever and wherever I use it.

The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school. These extend to the home use of MPPS' eConnect 1 to 1 devices and the Global2 blogs provided by the Department of Education and Training.

2. 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).

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 online 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 images, or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

3. Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as 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.

Students are advised to report an incident if:
- they feel that the welfare of other students at the school is being threatened

- they come across sites which are not suitable for their school
- 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
- they accidentally do something which is against the rules and responsibilities they have agreed to

4. Seek to understand the terms and conditions of websites, online communities and downloaded apps and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as the age of participants and the ownership of the content. For example: children under 13 years of age are not permitted to create Facebook accounts. When posting information online - A good rule is "Don't post what you wouldn't want your Grandparent, Principal, or future boss to read." Downloaded apps may also have purchasing agreements, updates, subscriptions or ongoing costs which could unintentionally be agreed to.

5. Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and unauthorised images.

Students like to publish information about themselves and their friends in social media spaces such as blogs or online gaming communities. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:
- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the social media or online gaming community space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join, or app they may download or purchase

MPPS provides blogs for students in years 3 to 6. These Global2 blogs are provided by the Department of Education and Training. Teachers will outline expected processes and behaviours with students in these spaces, however it is still important to think before you post to any online space.

6. Use the internet at school for educational purposes and use the equipment properly.

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. 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.

MPPS student blogs and HOTmaths accounts are designed to be used as online learning spaces and serve an educational purpose. At a home with internet access, students will be able to log into their blogs and HOTMaths account. They will also have access to the rest of the internet. 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.

7. Use approved social networking sites for educational purposes and only as directed by teachers.

Web 2.0 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.
MPPS' classroom and student blogs are established as a learning space for students. To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

8. Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video, and cite references where necessary).

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 harmful programs to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software can sometimes share music and files illegally, and make computers vulnerable, as can sharing downloaded files via memory sticks or other storage devices.

9. Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. MPPS teaches 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. When content (images, text, audio and video) created by others, who allow it to be shared, is used the source provider should be acknowledged in the appropriated agreed upon manner.

10. 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.

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.

11. Not reveal my password to anyone except the system administrator or classroom teachers.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. 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. When creating passwords, students will be expected to work towards the Best Practice – Password Management 'Complex 7'.

12. Not bring or download programs without permission, including games, to the school or run them on school computers.

MPPS 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.
To this end, when using my digital device as a phone, I will:
- Keep the device at the office during lesson times – except for approved learning purposes.
- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).

When using a digital device as a camera I will:
- 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).
- 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.

Mobile phones and digital devices are a seamless part of our lives. MPPS allows the use of these digital technologies as a tool to enhance the capacity for learning in a classroom.
The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed**, **freely given**, **current** and **specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DET website. Consent can be withdrawn at anytime.
(www.education.vic.gov.au/management/elearningsupportservices/www/formstEmps.htm#H2N10064)

Part B

Family Information
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, chat and play games.

The term "space" is used here to describe a virtual location 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 online information, images videos for students to view. Not all content is presented as a space.

Through the Global2 website the Department of Education and Training provides the opportunity to create online learning spaces for all Victorian Government school students. In this space your child will be able to communicate and collaborate online both at school and at home.

Key Discussion Questions for parents to ask at home
At home we recommend you make some time to find out how your child is using the internet, this includes their classroom blog, student blog and any other school related sites. Make some time to sit with them, while they are online, and ask questions such as:

- *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?* (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 site or games that have online capabilities (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.

- *You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.*
- *A game online will only let you play it if you give your name, address, date of birth, etc.*
- *An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.*
- *In an online space/chat someone suggests you all exclude /block a classmate.*
- *Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.*
- *You told your parent/guardian that you are doing homework for hours every night on the computer.*
- *Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.*
- *A friend tells you about a great site where there is 'free' music or a game to download.*
- *You found the car picture you were searching for, but it includes a naked woman!*
- *Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.*
- *A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?*

For further support with online issues:

Students can call Kids Helpline on 1800 5 1800.

Parents/carers can call Parentline 132289 or visit https://esafety.gov.au