



Moonee Ponds Primary School

respect • optimism • care • collaboration

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA & DIGITAL DEVICES) & eSMART POLICY

To be read in conjunction with Student Engagement Policy, the Mobile Phone 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.

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.

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 eConnect program.
- b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, smart phones).
- 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.

Scope

This policy applies to all students at Moonee Ponds Primary School.

Staff use of technology is governed by the Department’s *Acceptable Use Policy*:

<https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>.

Definitions

Digital Technologies: 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.

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.

Vision for digital technology at our school

Moonee Ponds 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.

Moonee Ponds 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 people.

Digital Technology at Moonee Ponds Primary School

Foundation - Year 4 classrooms have laptops and desktop computers. All computers in the school provide access to the eduSTAR software package provided by Department of Education and Training. This package gives students access to over 80 software applications. All of our classrooms have electronic white boards.

The school lives its mission with the provision of emerging technologies. There are currently 35 ipads and access to other technologies including coding and robotics software and hardware. These support learning in new and engaging ways as well as digital literacy development in all students.

All classes develop a class blog to share their programs and learning strategies with families. In years 4, 5 and 6 students also have their own blog. This becomes a digital portfolio of their learning throughout the year (particularly in years 5 and 6) as well as an authentic communication tool. The blogs also provide an interactive environment where students learn cyber safety and etiquette.

The Alannah and Madeleine Foundation “eSmart” program is taught in classrooms to support responsible cyber citizenship.

eConnect Program

eConnect is the Moonee Ponds Primary School digital technologies program. It ensures that our vision of “providing a vibrant and challenging curriculum while embracing new technology” is delivered. The program involves all grade 4, 5 and 6 students with a personal netbook giving them 24 hour access to digital learning. Classes are delivered with the use of netbook computers. Students must bring their charged device to school each day to be used during class time for different learning activities.

eConnect is a School managed Bring Your Own Device (BYOD) program, which means students must bring their own (school approved) purchased device with them to school each day. Moonee Ponds Primary School has an arrangement with Learning with Technologies (LWT) a local DET approved computer supplier that offers discounted prices for the lease or purchase of netbook computers for Moonee Ponds Primary School students.

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. This can be purchased through LWT as part of the BYOD program.

Students/families are not able to purchase alternative devices through private sale without approval from the Principal. The approved devices selected by the school through LWT are compatible with the school network, are compatible with the school software, and adhere to Department ICT policy and procedures (including security requirements). Any devices that do not meet this criteria will not be approved for use at school or within the school network.

Moonee Ponds Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare devices that can be loaned to students in certain circumstances within the school day.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to view information published in the Parent Download section of the School Website at <http://www.mpp.vic.edu.au/our-school/community/> or contact the school office on 9375 2511 or via compass.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Moonee Ponds 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 Moonee Ponds Primary School, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including the MPPS Cybersafe program (developed from the ACMA site) and the Alannah & Madeline Foundation eSmart framework.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, annual information sheets and government online resources <https://esafety.gov.au/education-resources/parent-resources> and www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
- 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.

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 their classroom teacher, as appropriate, 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.

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)

Student behavioural expectations

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

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), Moonee Ponds Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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* policy.

Resources:

- eSmart Schools Framework: (Domain 2.1 esmart Policy Implementation Guidelines)
<https://www.esmart.org.au/esmart-schools>
- 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 4 year review cycle.

Key person responsible for development of this policy: Principal

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

August 2020

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.

School profile statement

At Moonee Ponds Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies including our cybersafe program and eSmart curriculum;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: Duty of Care and Supervision
www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
 - iParent | Office of the Children's eSafety Commissioner
<https://www.esafety.gov.au/education-resources/iparent>

Implementation:

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 (AUA) 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 AUA 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 AUA for reference.

If necessary, a replacement copy will be supplied upon request or is available online in the policies section of the school website at www.mpp.vic.edu.au/school-policies. The school encourages anyone with a query about the Digital Technologies Policy and/or AUA to contact the MPPS Principal.

This section describes standard expected behaviours when using digital technologies. Teachers will work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Inclusion of student voice will increase ownership and relevance.

Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies



Acceptable Use Agreement for Digital Technologies

(to be completed via the Compass portal)

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 understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately. I have read and discussed this policy with my parents/carers.

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>

Appendix 1

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 if you have any further questions.

1. [Be a safe, responsible and ethical user whenever and wherever I use it.](#)

The school's Student Engagement 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 use of online collaborative software (including Office365 and 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 exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Students should always communicate respectfully.

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. This may be because 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.

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, most social networking websites require users to be at least 13 years old to access their platform (snap chat, tik tok, instagram).

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 that students:

- 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 4 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. Students should always respect themselves and others by thinking about what they share online

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. 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 have online platforms that are accessed by students as online learning spaces and serve an educational purpose. These include student blogs, the Office365 suite of applications (OneNote etc) and literacy and numeracy subscription services. At a home with internet access, students will be able to log into these platforms. They will also have access to the rest of the internet. If your child is spending hours online '*doing their homework*,' it might mean that they are multitasking in many other applications (which may be study related or may be social). This is something to be aware of when supervising technology use at home.

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

Online collaborative 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 social networking space, 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'. Students should protect their personal information.

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 their digital device as a phone, students 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, students 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. When appropriate, 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. Further details about privacy is available in the Schools Privacy Policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Part B

Family Information

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

At school the internet is 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 and videos for students to view. Not all content is presented as a space.

The Department of Education and Training provides the opportunity to create online learning spaces for all Victorian Government school students through applications including the Office365 suite, and the Global2 (blogs) website. 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.

Scenarios for teacher/parent/guardian/student discussion: What can you do?

- *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>: helping Australians to have safer, more positive experiences online.

Further resources can be found in the parent download section of the school website:

<http://www.mpp.vic.edu.au/our-school/community/>

This includes links the following ICT/ eSmart articles from the Parenting Ideas website:

- What rules should you have around digital devices?
- Facing up to Facebook (online social networks)
- Facebook – friend or foe (social media landscape)
- Developing Your Child's Social Media Scripts
- Social Netiquette
- Keeping Kids Safe in a Cyber World
- Digital Social Skills
- Has your child gone Pokemon wild? (online game craze)
- Raising a critical generation