



DIGITAL TECHNOLOGY

ACCEPTABLE USE

At St James Primary School, we support the rights of all members of the school community to be provided with, and engage in, a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. We use digital technologies to support and enhance educational programs and provide a greater variety of learning opportunities.

Digital tools include, but are not limited to, desktop computers, laptops, netbooks, iPads, chromebooks, video and still cameras, robotic devices and Interactive Whiteboards.

Digital resources include, but are not limited to, Google Apps for Education, social media, Google+, blogs, photo and video sharing sites, email, websites, forums and discussion groups.

At our school we:

- provide learning opportunities with varied digital technology equipment and devices
- provide each child with a Google account
- educate our students to be safe, respectful and responsible users of digital technologies. (*We are an “eSmart” School and use a variety of online Cybersafety programs such as Hector’s World, Budd:e and eSmart Digital Licenses*)
- raise our students’ awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom
- establish clear protocols and procedures when working in online spaces; including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services (this includes issues that arise through online activities out of school hours)
- know that some online activities are illegal and as such, we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child
- provide families with a copy of this agreement

Students are required to respect school resources

Students should:

- Use all digital tools for educational purposes under teacher supervision
- Follow teacher instructions for accessing files, programs, apps, emails and internet sites
- Check with teachers before following links or online prompts
- Take care of all equipment as if it were their own

Students should not:

- Move, remove or install any apps or software on any device
- Download or share files, folders, or applications without teacher permission
- Change any device settings
- Attempt to fix any equipment without teacher permission
- Connect any external devices to school equipment (this includes wireless devices)

Students are required to respect others

Students should:

- Use good manners and appropriate language in all online communication
- Respect the rights, beliefs and privacy of others
- Acknowledge the authors/creators of online materials
- Observe copyright rules in relation to information, ideas, images and artistic work
- Only email school staff for educational reasons

Students should not:

- Post or send inappropriate messages, comments or images that may hurt, offend or upset others
- Harass any other person
- Take photos, videos or sound recordings of another person without their permission
- Use digital tools in a way that affects people both inside and outside of school
- Re-post private messages or images without the other person's permission
- Instant message or try to 'friend' school staff
- Alter or delete another person's work online

Students are required to respect and protect themselves

Students should:

- Use the internet and email under teacher supervision/guidance
- Use their email account for educational purposes only
- Create appropriate usernames and passwords and keep these details private
- Inform a teacher immediately if they have any concerns about online activities that make them feel uncomfortable or upsets them

Students should not:

- Share passwords or private information
- Use another person's username or password
- Send/share photos, video or personal details online
- Attempt to meet anyone in person who they have met online
- Attempt to access inappropriate material online

Students should notify a teacher if:

- Somebody is doing or saying something that upsets or offends them
- They accidentally come across inappropriate or frightening material
- Receive emails from people they do not know and have had no previous online contact

Consequences for breaches of the student agreement may include:

- Loss of access to school digital tools/resources for a period of time
- Other consequences as deemed necessary by the principal and/or eLearning leader
- Legal action for any illegal activities.

*Parents will be informed of all consequences