

# DIGITAL TECHNOLOGIES, INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES POLICY

## PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your 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

## SCOPE

This policy applies to all students at River Gum Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

## 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*

Our vision for ICT at River Gum Primary School is to develop the knowledge, understanding and capabilities of all to become confident, competent and responsible users of ICT; where access to ICT equipment and resources is readily available within and beyond the school environment to allow for "anytime, anywhere" learning; where ICT is embedded into every day activity; used to personalise the student learning experience towards improving student learning outcomes and with learning environments being transformed into global learning communities.

To make the most of these opportunities, staff and students need skills that in many cases are new and unfamiliar. They need to understand the technologies they are using and the procedures they should follow to make them responsible and reliable users of learning technologies.

The purpose of this document is to introduce procedures and guidelines designed to assist users of learning technologies in maximising their effectiveness, and to ensure that our substantial investment in learning technologies is preserved and respected.

All users of learning technologies at River Gum Primary School are expected to familiarise themselves with the contents of this document and to adhere to the principles and guidelines it contains. All users are required to sign the Agreement to Use Learning Technologies at River Gum



Primary School (see Appendix A). Students are required to sign the form themselves and to also have the same form signed by a parent or guardian. The form is an acknowledgment that the person has read this document and agrees to its contents.

### ***Hardware Management at River Gum Primary School***

The following procedures and guidelines must be observed when using learning technology hardware at River Gum Primary School:

#### ***Equipment configuration***

Users of learning technology equipment are not permitted to alter the configuration of any equipment without the approval of the ICT Coordinator or School Technician. In the case of computers, this means students must not do things like: change printer connections and setting; altering wallpapers, backgrounds or screen savers; adding or removing icons or shortcuts to the desktop, etc.

#### ***Movement of Hardware***

Hardware may only be moved at the direction of a staff member. No hardware may be removed from the school's premises without the prior approval of the ICT co-ordinator, Specialist Technician or the Principal. Any change in the location of ICT equipment needs to be reported to the office so this change can be reflected in the asset register.

#### ***Liability and Damage***

Non Adherence to the DET Acceptable Use Policy or to the River Gum Primary School Learning Technologies Acceptable Use Policy will be handled under River Gum ICT Acceptable Use Policy consequences.

### ***General Use Guidelines at River Gum Primary School***

- Hands must be clean at all times when using Learning Technologies equipment.
- No food or drink is permitted near any Learning Technologies equipment.
- If in doubt about correct procedures to follow when using Learning Technologies equipment, students must ask for assistance from the teacher supervising them at the time.
- If staff are unsure of a correct procedure, they should seek clarification first from their team leader and then from the ICT Co-ordinator.
- Mobile phones, magnets, paperclips and other metallic\magnetic items must be kept away from the computers due to electrical interference and the potential for data loss.

In addition to the above, specific hardware may have specific requirements regarding its use. Please refer to the appropriate section within the Learning Technologies Policy for more information.



## ***Interactive Screens at River Gum Primary School***

Within the school most classrooms have been fitted with an interactive screen and in each double portable an interactive screen has been fitted. It is expected that co-teaching teams will evenly share and allocate use of the screen for teaching and learning purposes. Interactive screens are powerful tools; however, it is easy to use fall into the trap of using the screen/board as a 'glorified overhead projector'.

Consider:

Are students getting the opportunity to 'touch' the board?

Are you using the board in a mix of whole-class and small group settings?

For the SmartBoards these devices have:

- Smartboard Installation Drivers CD
- Notebook Interactive Whiteboard Software
- 4 coloured pens (black, blue, red & green) and an eraser
- Projector Remote Control

For Epson\NEC Interactive Projectors these devices have:

- Installation CD
- Teamboard Software
- Interactive Pen
- Projector Remote Control

For the Smart TVs these devices have:

- Interactive Software

When using the Interactive Screens:

- Ensure users have 'clean hands'.
- The task of 'calibrating' the board is carried out by the teacher; not by students.
- Ensure that the projector/screen is switched off at the end of the session by using the remote or on/off button on the projector unit. (Switching off immediately at the powerpoint does not allow for the fan to cool the projector and can cause damage to the lamp)
- Ensure associated cables (USB, VGA and sound) are stored safely to avoid tripping hazards
- Ensure that the projector is switched off at the end of the day to conserve power and preserve the lamp

Interactive Screen Troubleshooting:

Check:

- Is the projector switched on?
- Are all cables plugged in and attached?
- Ask your PLT.
- Log a job for the school technician using Sentral



### ***Printers at River Gum Primary School***

Staff have access to the following Black and White & Colour printers:

- MX5070V Colour - Double Storey
- MX5070V Colour - Open Learning Space
- MX5070V Colour - Foundation Building

Staff will be responsible for informing the office if toner on the copiers is falling low. Staff will also be responsible for clearing paper jams or in the event they are unable to, they are responsible for informing the office of the jam. Where possible, double sided printing should be used to minimise financial and environmental impact. Please configure your print job to print double sided prior to sending through to the printer.

### ***Publication of Photographs at River Gum Primary School***

Photographs and videos containing students are not to be published (online or in print) without the prior written consent of the student's parent/guardian. Photos published online are to be of groups of students with students only being referred to by their first name, class or year level.

If the need arises to publish an individual photograph, consent of both the parent and student needs to be obtained. Adult members of the school community who will be participating in an event that may be recorded (photograph, video, audio and/or other recordings) for promotional, marketing and or communication activities will also need to complete the appropriate documentation.

### ***iPads at River Gum Primary School***

Classes at River Gum Primary School are delivered with the use of iPads. Each class has a bank of iPads that are on a 3 year lease from a DET preferred supplier with insurance.

These iPads are to be stored in a locked charging cupboard at all times except when in use.

iPads are powerful learning tools; however, it is easy to use fall into the trap of using the iPad as a 'drill & skill' tool.

Consider:

- How can students 'produce' or 'create' a product that demonstrates their learning using the iPads?
- Using multiple apps\creating 'workflows' that may have students perform one task in one app and then transfer their work to another app to take their work\learning further.
- Be aware that some websites use 'flash' coding to run their site on computers and that this may not work or work differently on an iPad. It is a good idea to test the site you wish to use on an iPad prior to running your lesson or activity.
- Installing the 'AirPlay' software on your laptop so students can project their work to interactive whiteboards\projectors
- Having students using their e-mail accounts or apps to transfer work between iPad\school network



- Using students 'Google Apps' accounts to create documents, spreadsheets and/or presentations that can be accessed both on the computer/iPads.
- Producing QR Codes for students to quickly 'scan' and access websites and other online resources.

#### Troubleshooting iPads:

In the event that one of the iPads is not functioning correctly,

- Turn it off and turn it back on
- Please log the issue on Sentral under Log ICT issue and record clear details of what isn't working (e.g.: can't connect to network, won't turn on etc...) and ensure you have included what iPad it is.

#### When using the iPads:

- Hands must be clean at all times when using Learning Technologies equipment.
- No food or drink is permitted near any Learning Technologies equipment.
- If in doubt about correct procedures to follow when using Learning Technologies equipment, students must ask for assistance from the teacher supervising them at the time.
- If staff are unsure of a correct procedure, they should seek clarification first from their team leader and then from the ICT Co-ordinator.
- Must not be left lying on the floor
- Must be handled in an appropriate manner

#### When requesting apps for the iPads:

Apps that appear "free" in the iTunes store are able to be installed on to the school iPad fleet. This must be done via the school technician. Please advise well in advance (at least 1-2 weeks) if you require an app for an upcoming lesson.

In your request please include:

- The name of the app
- The maker of the app
- The educational value

Apps that involve a cost are able to be obtained via the Apple school Management/Apple Volume Licencing Program to purchase apps at Educational Prices. This must be done via ICT Co-ordinator & Executive and once approved, then school technician. Please advise well in advance (at least 1-2 weeks) if you require an app for an upcoming lesson.



Please send you request to Executive members to be approved including:

- The name of the app
- The maker of the app
- The educational value

### ***Laptops at River Gum Primary School***

Each class has access to bank of laptops available to them. These are leased from a DET preferred supplier on a four-year lease with insurance. These are stored in classrooms in a locked charging cage.

When using the student laptops please ensure:

- Laptops are returned to the cage/trolley and that the power cord is plugged in to the laptop.
- ALL laptops are returned at the end of a session. The laptops are part of a complete collection - do NOT separate the collection.
- In the event one of the laptops is not working please log the issue on Sentral Log an ICT issue and record clear details of what isn't working (eg: can't connect to network, won't turn on etc...) and ensure you have included which laptop it is.
- Cages/Trolleys are to be locked at all times when laptops are not in use. Especially at the end of each day.
- When logging in students are to use their own passwords and usernames
- Ensure laptops are handled appropriately

Staff laptops:

All teaching staff employed by DET and those that are on central payroll are eligible for the DET Notebooks for Staff Program.

All staff a responsible for the storage and care of the packaging their notebook comes in as it MUST returned in its original packing at the end of its cycle.

Upon receiving a DET notebook all staff members must sign the acceptable use agreement. Please refer to DET acceptable use policy.

### ***Mobile Phones at River Gum Primary School***

Staff Mobiles:

Personal mobile phones must not be used in learning spaces during school times. Please ensure that they are set to silent and retrieval of voicemail messages occurs at break times.

SMS text messages are not appropriate during teaching/learning time. Mobile phones are to be switched off or set to silent during all meetings.

Mobiles are to be carried whilst on yard duty in case of emergencies.



## Student Mobiles:

Students are encouraged not to bring mobile phones to school. However, if a student does need to bring a phone, students' personal mobile phones must not be used or taken out during school hours. Students must keep their mobile phones in their school bag. The school takes no responsibility for lost mobile phones.

## *Software at River Gum Primary School*

### Loading Software:

The Specialist Technician is the only person authorised to load software onto a network server. No software is to be loaded on any learning technology equipment without the knowledge and approval of the Executive Team.

The licence for any software used at River Gum Primary School must be held by the school. Only original, manufactured supplied software is to be loaded onto the school network and/or workstations. It is the responsibility of the person introducing the software to the school to ensure that no licence breach will occur through the software being used at the school. The Specialist Technician will maintain a register of software licences

### School Specific Software:

River Gum Primary School uses the following software packages in the management of student learning and school organisation.

### **SENTRAL**

Our school utilises Sentral for Daily News, Student Attendance, School Documentation storage, Reporting as well as data tracking. This platform allows us to track academic, attendance and behavioural progress in a students' time at our school. Access to this platform is available to staff. Please see the specialist technician.

### **SEESAW**

Our school utilises seesaw for continuous reporting and communication with families. This program allows families to see work samples and feedback made by their children's teacher. It also allows parents and teachers to communicate. (refer to PIA)

## *Virus Detection/Care at River Gum Primary School*

Any person detecting a virus or what they believe may be a virus on any equipment must immediately notify Executive and the ICT Technician.

Upon being informed of the virus, the ICT Technician will advise all staff and students to stop using all computers immediately. Further use of the computer equipment will not restart until the ICT Technician gives permission.



No person shall disable or modify any virus detection or prevention methods in place on school equipment.

All USB devices must be scanned using our virus scanning software before being used on any equipment at the school.

### ***NETWORK management at River Gum Primary School***

- Each user of the computer network at River Gum Primary School is allocated space on the network server where he/she can store files.
- Each staff member has their own personal folder
- Students in Years Prep to 6 are allocated class folders
- Any student/staff member found deleting/changing the folders or work of others will be dealt according to the ICT Acceptable User Policy/Agreement. It is the responsibility of each network user to ensure that:
  - No inappropriate or offensive material is stored in their network folder;
  - Folders are not added/deleted/moved without approval;
  - The amount of space taken up by their network folder is not unduly large.

The ICT Technician and Principal are empowered to scan network folders from time to time to ensure these procedures are being followed. When a folder is deemed to be consuming too much server space, the user responsible for the folder will be requested to delete files to reduce its size.

The ICT Technician will be responsible for the maintenance of files/folders on the school shared network drives. It is the responsibility of the TSSP to facilitate a network backup every afternoon. On Wednesdays and Fridays, a full back up is conducted.

### ***World Wide Web at River Gum Primary School***

River Gum Primary School believes in the educational value of online resources. We are aware that these facilities can be open to misuse. River Gum Primary School will make every effort to protect students from any misuses or abuses of these facilities.

### ***Internet Access***

Internet access within the school is managed by the DEECD through eduSTAR.ISP. Students at River Gum Primary School will be restricted in their Internet access at school. Internet access at the student level is delivered and filtered through the Netspace; DEECD's internet service provider. The downloading of any file from the Internet by students may only be done with the permission of a teacher. Staff internet access is also delivered through Netspace but filtered through the eduPaSS proxy server. This process allows sites to be accessible at the staff level whilst being blocked at the student level.





### ***Cyber safety Awareness***

Students will complete lessons on cyber safety as part of our Digital Technology program using a variety of resources. As part of this learning student will create an electronic product demonstrating their awareness of cyber safety issues.

### ***Inappropriate Material***

In the event of offensive or inappropriate material being accessed via the Internet, a report must be made immediately to the ICT Technician and Executive Management in charge of the area. The ICT Technician will then restrict student access to the material through the use of the 'black list' system on Netspace. If a student detects the material, the student will report it to the first available teacher, who will duly inform the Technician and Executive Management. Inappropriate material is any material that makes the person viewing it feel uncomfortable. This applies equally to material accessed via the World Wide Web or via e-mail. Students are to be made aware that it is not their fault if they receive such material via e-mail. Any person found to be responsible for publishing inappropriate material or for failing to report the existence of such material will be deemed to be in serious breach of River Gum ICT Acceptable Use Agreement and dealt with accordingly.

### ***Requesting access to **BLOCKED** online content at River Gum Primary School***

Netspace, the school's internet service provider, makes decisions state wide regarding what content filters through to schools. It is possible at the local level for websites to unblocked for staff and/or students to access. At River Gum Primary School, the process for requesting to unblock a site by the ICT Technician and Executive Management will be as follows:

The member of staff will be required to email Executive Leadership Team and include:

- The web address of the online content
- Details of the site's educational quality and its potential to impact positively on student outcomes and/or enhance staff/student's ability to work more efficiently and/or effectively.
- Details of potential risks and steps to minimise these.
- An outline of appropriate behaviours that will be established (student level)
- The Executive Team will review the submission and either approve or deny the request.
- The ICT Technician will facilitate the inclusion of the site once authorised.

### ***Publishing Materials **ONLINE** at River Gum Primary School***

All work generated using learning technologies at River Gum Primary School must be approved for publication before being made available for viewing outside the school community. The people authorised to approve such publication are the Executive Leadership Team.

At River Gum Primary School we place great emphasis on the quality of any work that is displayed to the outside community. Responsibility for the spelling, presentation, accuracy and content of all published material rests initially with the student publisher and secondly with the teacher in charge of the activity.

No work published outside the school may identify a person by name without the expressed permission of that person, or their parent/guardian if the work belongs to a student.



No reference shall be made to any student by name or image, nor any work of that student published, on the Internet unless the parent/guardian of that student has signed and returned the Internet/Media Publication Permission Form. Even when this form has been signed, students named on the Internet will only have their given name and class published.eg. Amanda,R09.

The right to privacy of all staff, students and families must be recognised at all times when publishing school materials.

### ***Using YouTube/Internet Based Videos at River Gum Primary School***

At River Gum Primary School we place great emphasis on using all the tools available to us to make learning engaging and fun. As such, often short clips/pictures from the internet are shown to help understanding and stimulate conversation. As these videos are not rated they must be vetted for content.

At River Gum Primary School, the process for requesting the use of a YouTube/Internet based video will be as follows:

- The member of staff will be required to email their Team Leader with:
- The web address of the online content
- Details of the video's educational quality and its potential to impact positively on student outcomes and/or enhance staff/students ability to work more efficiently and/or effectively.
- Details of potential risks and steps to minimise these.
- The Team Leader will review the submission and either approve or deny the request.
- If the Team Leader is in doubt the request will then be forwarded to the Executive Leadership Team. They then will review the submission and either approve or deny the request

### ***Data Storage & Notetaking at River Gum Primary School***

At River Gum Primary School we comply with the DEECD requirement that all student data storage facilities have their servers in Australia. Staff are encouraged to use programs that suit their own working style to facilitate student learning and data collection.

Therefore when choosing note taking apps & programs ALL staff must ensure that whatever programs they have chosen to use comply also and/or a Privacy Impact Statement has been completed for the program and put on the website.

An example of an acceptable program/app would be: - OneNote



## FURTHER INFORMATION AND RESOURCES

- Child Safe Standards Policy
- Duty of Care
- Staff Manual
- Effective Schools and Engaging Schools -Student Engagement Guidelines
- DET ICT Acceptable Use Policy
- River Gum Primary School Acceptable Use Agreement
- River Gum Primary School Bullying Prevention
- DET Netbooks for Staff Program website

## REVIEW CYCLE

PREPARED BY	FIONA BROWN
REVIEWED IN	AUGUST 2018
REVIEWED BY STAFF	AUGUST 2018
REVIEWED BY C.C	AUGUST 2018
REVIEWED & RATIFIED BY SCHOOL COUNCIL	AUGUST 2018
NEXT REVIEW DATE	AUGUST 2020

