St Joseph's Crib Point
Online and Digital Technology Use Policy

Rationale:
The primary purpose of online and digital technologies use at St Joseph's is educational. Online and digital technologies provide an opportunity to communicate, collaborate, create, learn, play, publish and entertain. They are vital components for learning now in a globally connected world and into the future. Therefore having the understandings and skills to be a cybercitizen is essential.
A cybercitizen uses safe, ethical and responsible online behaviour, is literate in digital media and keeps self equipment and others safe. Online and digital technologies can include iPads, iPods, Interactive Whiteboards, PC computers and laptops, digital microscopes and mobile phones.

Aims:
The use of online and digital technologies aims to:
- improve student-learning outcomes
- develop skills, behaviours, values and understandings to access and participate effectively and safely in online learning opportunities
- build opportunities for leading the learning of others
- To complement face to face relationships

Implementation:
- A teacher leader will be appointed, who will liaise with staff and the technical support technician to manage all online access, maintenance of the school’s web site, track online activity, manage pro family web filters, and all other matters related to online and digital technology access by students and teachers.
- To attend to the schools duty of care access will be provided with adequate safeguards and security to minimise the risk of students from being exposed to inappropriate material, interactions and viruses.
- All Year 3-6 students and staff will have their own password to access the protected school network and an online log on for Internet and email. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- In specific circumstances where parents are absent or away on active duty (e.g. R.A.N deployment to sea) provision can be made for online communication.
- The school undertakes to ensure that information published online by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency. Teachers shall be responsible for making sure all publishing is screened for accuracy, appropriateness, grammar and spelling prior to uploading.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- All students and staff shall be responsible for notifying their teacher of any inappropriate material or interactions so actions and consequences are put in place. This process collates with the Behaviour Management Policy.
- Cyber-safety will be incorporated into our curriculum where appropriate.
- Positive online behaviour, digital media literacy, personal and peer online safety and e-Security will be incorporated into our curriculum where appropriate: in particularly the SEL program.

Evaluation:
This policy will be reviewed as part of the school’s two-year review cycle
Acceptable Use Agreement

At St. Joseph's we are committed to supporting all student's knowledge, skills and understandings for positive online activity. We are committed to supporting students, parents and teachers in developing positive social behaviours and interactions while online. We are well aware that the knowledge, skills and understandings are required for 21st Century learners as they allow opportunities to communicate, collaborate, lead, create, learn, play, publish and entertain.

At St. Joseph's we explicitly teach students about safe, ethical and responsible online behaviours, and believe this is best taught in partnership with parents/caregivers. Therefore we require students to agree to use the school and home online community safely, ethically and responsibly.

At St. Joseph's we will:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment

- continue to implement our Discipline Policy and Social Expectations Statement that clearly states our school's values, the expected standards of student behavior and actions and consequences for inappropriate behavior both offline and online.

- educate our students to be safe, ethical and responsible users in an online environment

- supervise students when using digital technologies for educational purposes

- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed

- support parents/guardians with strategies and knowledge that they can implement at home to support their child to be safe, ethical and responsible users in an online environment

Parents are asked to go over the expectations below with their children and support them to understand the conditions of digital technology use before signing the agreement and returning it to school.

As a student of St. Joseph's Primary School when I use digital technologies I will:

- use positive online and digital behaviours by thinking and checking that what I write or post is polite and respectful.

This means:

- asking permission to go on digital technologies and online

- sending messages that are encourage positive and inclusive interactions to people I know

- acknowledging someone else's work or ideas that I have used

- stopping to think about what I post or share online

- using spaces or sites that are right for my age

- not deliberately search for something rude or violent

- either turn off the screen or use the back button if I see something I don't like and telling a trusted adult

- being careful with the equipment I use
✓ only download materials after permission from a teacher
✓ not enter competitions, purchase materials, chat, use forums or send forms without permission from a teacher
✓ only access my files and organise my files so it's easy to retrieve
✓ protect the school network from viruses

• **demonstrate peer and personal safety**
by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:
✓ protecting my password
✓ only using my own password when entering and navigating on digital technologies
✓ only joining a space online with my parent or teacher's guidance and permission
✓ protect others personal information.
✓ speak to a trusted adult if I see something that makes me feel upset, if someone is unkind to me or if I need help
✓ speaking to a trusted adult if I know someone else is upset or scared

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**Student Declaration:**

I agree to being a safe, ethical and responsible online and digital technology user.

I understand that if I am able to abide by these guidelines I can have a licence which allows me to go online and use digital technology at school for educational purposes.

I understand that the school may check my computer files, may monitor the Internet sites I visit and the e-mails I send.

I understand that the use of digital technologies is a privilege.

Signed ...........................................

**Parent/Caregiver:**

I have discussed the user agreement with my child.

Signed ...........................................