Rationale:

Devenish Primary School highly embraces Learning Technologies. We strive to provide up to date facilities including electronic whiteboards, netbooks, Ipads and computers. Accessing the internet enables students to swap ideas, and communicate directly with the global world.

Aims:

Whilst we provide access to these technologies it is expected that students and their families accept the responsibilities that go with the use of technologies especially in regard to the internet.

Implementation:

- Students and their families will sign an internet usage agreement at the commencement of each school year and copies will be retained in student class files.
- School computers will only be utilised for school related activities. Any material transported to and from school on a USB will require the USB to be scanned by the class teacher prior to inserting the USB into the school network.
- Students will be informed of computer etiquette including appropriate language and comments.
- The issue of cyber-bullying will be addressed by classroom teachers when they talk about bullying in general.
- At Devenish Primary School students have the opportunity to celebrate their schooling achievements by having their school work and image (photo/video) on our school website or other educational internet forums.
- Student work will be identified by first name only and digital images will not identify any student by their full name. Written consent is obtained by parents on the enrolment form.
- Students are reminded that it is a privilege, not a right, to use learning technologies and are expected to behave in a responsible manner and take great care of learning technology equipment.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.

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Acceptable Use Agreement for Internet and Digital Technologies

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

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Part A - School support for the safe and responsible use of digital technologies:**

**Devenish Primary School** uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

The school ICT Network is for education purposes. When using it, students must:

- Respect the rights of others
- Follow school rules

Your child has been asked to agree to use the internet and mobile 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.

At **Devenish Primary School** we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home
Acceptable Use Agreement for Internet and Digital Technologies

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- 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)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- 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
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet.
- 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
- not reveal my password to anyone except the system administrator or the teacher
- not participate in any activity that harms the reputation of Devenish Primary School or its staff, students, parents or community members
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- the school having the right to check all materials created, stored or accessed using DEECD technologies.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

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 may result in internet and digital technology access privileges being suspended or revoked, and payment of the replacement cost for any damaged equipment.

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 please contact the office.

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx
Devenish Primary School believes the teaching of Cybersafety 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 and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

CyberBullying Policy:

What is Cyberbullying?

Harassment and bullying means subjecting another person to behaviour that is hurtful, threatening or frightening. It means treating others with a lack of respect.

There are many forms of harassment or bullying – one increasingly common form is known as “Cyberbullying”. Cyberbullying takes many forms. It may include:

- **On Line Harassment**: repeatedly sending offensive messages and/or the posting of nasty and hurtful comments using electronic means;
- **Cyberstalking**: online harassment that can include repeated threats of harm/intimidation or continual inappropriate comments;
- **Masquerading**: pretending to be someone else on a site and/or posting material that makes another person look as if they are participating in cyber-bullying;
- **Outing**: sending or posting material that is sensitive or embarrassing including forwarding private messages or images;
- **Exclusion**: deliberately excluding another from an online group, mailing list or text/chat/MSN type conversation.

Cyberbullying can occur using the following applications:
Email, personal websites, chatrooms, social networking sites such as MySpace/Facebook, video uploading sites such as YouTube, blogs, wikis, SMS, MSN, forums, webcams and phones.

Whilst cyberbullying may occur using the School’s or an individual’s personal equipment, telecommunications provider or Internet Service Provider, its effect can still impinge on the School. The School may determine a response or intervention strategy even if the bullying occurs outside the School’s immediate facility; the school may determine a response or intervention strategy if the bullying occurs offsite and out of school hours.
Devenish Primary School

Anaphylaxis Policy

The use of the School’s computer network, internet access facilities, computers and other School ICT equipment/devices on or off the School sites is limited to educational purposes appropriate to the educational environment.

The use of any privately owned or leased ICT equipment/devices on the School’s sites, or at any School related activity must be appropriate to the School environment.

The use of any privately owned ICT/technological devices outside the School sites should be appropriate and should be mindful of both the moral and legal requirements relating to bullying and harassment. Cyberbullying and online stalking is illegal and can result in criminal charges.

**Evaluation:**

- This policy will be reviewed as part of the school’s three-year review cycle.

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INTRODUCTION

Students at Devenish Primary School enjoy the opportunities and rewards that being a member of the School brings. It is subsequently expected that Students will uphold the ethos of the School within and without and in all Social Media interactions. Students will not act in such a way that the image of the School is brought into disrepute nor in a way that harms members of the School community. Social Media can be, when appropriate, an effective educative and social tool and is used by the Devenish community to express their views, comments, ideas and to respond to a whole range of issues. Devenish Primary School expects Students and Staff to use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent the School or any member of the School community.

RATIONALE

The purpose of this Policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of the Devenish community.

DEFINITION

Social Media – refers to all social networking sites such as Facebook, Twitter, LinkedIn, Google+, Formspring, YouTube and MySpace, MSN, Stumbleupon and includes email and mobile device.

SCOPE

This Policy applies to Students of Devenish Primary School, and is also reflected in staff practices, VIT guidelines and professional learning.

RIGHTS AND RESPONSIBILITIES

Students are expected to show respect to others, including members of the School community. Students are also expected to give due respect to the reputation and good name of the School.

When using Social Media, Students are expected to ensure that they:
- Respect the rights and confidentiality of others;
- Do not impersonate or falsely represent another person or themselves;
- Do not bully, intimidate, abuse, harass or threaten others;
- Do not make defamatory comments;
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the Devenish Community;
- Do not post content that is hateful, threatening, pornographic or incites violence against others;
- Do not harm the reputation and good standing of Devenish Primary School or those within its community;
- Do not film, photograph or record members of the School community without express permission of the School or use film, photographs or recordings without express permission of the above.
BREACH OF THIS POLICY

A breach of this policy may also involve a breach of other Devenish Primary School policies, and should be read in conjunction with the:

- Cyberbullying;
- Student Code of Conduct;
- Acceptable Use Policy;
- Mobile Device Policy;

A breach of this policy will be considered by the Principal or his/her Delegate.

All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Police where the School is obliged to do so. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from the School. Students and Parents must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the School will have no control.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.

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The following principles are of particular relevance when using social media tools:

**Principle 1.5:** Teachers are always in a professional relationship with the students in their school whether at school or not. Teachers hold a unique position of influence and trust that should not be violated or compromised. They exercise their responsibilities in ways that recognise that there are limits or boundaries to their relationships with students.

**Principle 1.6:** Teachers maintain a professional relationship with Parents (Guardians, Caregivers).

**Principle 1.7:** Teachers work in collaborative relationships with students’ families and communities.

**Principle 2.1:** The personal conduct of a teacher will have an impact on the professional standing of that teacher and on the profession as whole.

While teachers can be friendly with students, parents and communities their relationship must always remain professional and should never be on a personal footing. It is important for teachers to consider the consequences of their actions. The world of social media can seriously damage reputations and propel bullying to new levels. Even with security settings in place, issues may still arise.

Staff are encouraged to visit these principles in full and ensure they are up to date with advice from VIT and DEECD regarding social media.

A copy of the ‘The Victorian Teaching Profession Code of Ethics and Code of Conduct’ is attached.

Advice from DEECD is also available online at ‘Using Social Media – Guide for Department Employees:’

**Evaluation:**

- This set of guidelines will be reviewed as part of the school’s three-year review cycle to ensure it remains current and reflects best practice and advice.

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