



CAULFIELD PRIMARY SCHOOL  
DIGITAL TECHNOLOGIES  
(INTERNET, SOCIAL MEDIA AND  
DIGITAL DEVICES)  
POLICY NO. 3.11

**Rationale:**

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
- (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

**Aim**

This policy applies to all students at Caulfield 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.

**Implementation**

**Vision for digital technology at our school**

Caulfield Primary School understands that 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.

Caulfield 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Caulfield 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 Caulfield 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 eSmart and Bully Stoppers (Department of Education, Victoria, Cybersafety)
- 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 and annual information sheets.

Distribution of school owned devices to students 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 the classroom teacher, Administration or the Principal 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.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Caulfield Primary School's *Values, Student Wellbeing and Engagement* policy, and *Bullying and Harassment (including cyberbullying)* policy.

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), Caulfield 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 and Bullying and Harassment (including cyberbullying)* policies.

### **Review Cycle**

This policy was last updated on 26 July 2019 and is scheduled for review in July 2022, and will be reviewed as part of Caulfield Primary School's review cycle.

<b>Date of approval:</b> 2019	<b>Date of review:</b> 2022
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## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement



# Caulfield Primary School Student Digital Device and Internet User Agreement (add current year here)

### Safe and responsible behaviour when using digital technologies

When I use digital technologies and the internet, 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 think or feel.
- Working to stop bullying. I don't send mean or bullying messages or pass them on to others
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, 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 that I will:

- 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 and the internet, I **respect others and myself** by thinking about what I share online. This means I will:

- Stop to think about what I post or share online
- .Use spaces or sites that are appropriate for my age 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 immediately tell a trusted adult

- Am careful with the digital equipment I use.

At school, we / I have:

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

I will use this knowledge at school and everywhere where I use digital technologies and the internet.

In signing this Digital User and Internet License, we acknowledge that we have discussed with our child the sensible and responsible use of digital devices and the Internet, and how to be a responsible digital citizen.

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Caulfield Primary School

## Student Digital User and Internet License

(insert year)



**(add teacher's names here)**

Awards this certificate to

**(add student name here)**

For being a sensible, safe and responsible user of  
the internet and of digital technologies.

As a student, I continue to learn to use digital technologies and the internet safely,  
respectfully and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

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Student's signature

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Teacher's signature

(Insert date and year in here)