



Policy - Digital Technologies

Epping Primary School

Rationale

"Education is evolving due to the impact of the Internet. We cannot teach our students in the same manner in which we were taught. Change is necessary to engage students not in the curriculum we are responsible for teaching, but in school. Period." – April Chamberlain

School profile statement

At Epping Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- ❑ Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- ❑ Have programs in place to educate our students to be safe and responsible users of digital technologies
 - eSmart/Digital Technologies Lessons
 - provide a filtered Internet service
 - provide access to the Victorian Education Channel (www.education.vic.gov.au/primary) a search engine that can be used to restrict students to only using websites that have been teacher recommended and reviewed
 - provide supervision and direction in Internet activities
 - reinforce the importance of safe and respectful use of the Internet in all curriculum areas
 - provide support to parents to understand this agreement (e.g. language support)
- ❑ Educate our students about digital issues such as online privacy, intellectual property and copyright;
- ❑ Supervise and support students using digital technologies in the classroom;
- ❑ Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - o See: Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- ❑ Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- ❑ Use online sites and digital tools that support students' learning;
- ❑ Address issues or incidents that have the potential to impact on the wellbeing of our students;
- ❑ Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- ❑ Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- o Bully Stoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- o iParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)

Internet Acceptable Use for Digital Technology & Online Resources

Safe, responsible and behaviour When I use digital technologies 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 feel (ask students to reflect on how they would feel.)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 I:

- 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 I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, 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 tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

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

At school we/I use the following program:

- Compass, Essential Assessment, Reading Eggs, Literacy Planet, Class Creator, Spa, Get Epic, Gaggle and Seesaw.

I will use this knowledge at school and everywhere I use digital technologies

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____ **Student signature:** _____ **Date:** _____

School contact name for support and /or agreement : _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Google for Education Policy

Dear Parents,

In July 2013 Epping Primary School became a Google Apps for Education (G-Suite) school to enhance the way we use technology and share information within and beyond our school community. Essentially, G-Suite is a cloud based learning platform allowing teachers and students to create a range of documents online, email and share calendars that can be accessed at home and school on any device.

Importantly, all data created or stored within Google Apps for Education is accessible from any device or location in the world via the internet. G-Suite allows us to collaborate and learn more effectively through the use of technology, and offer a range of new learning opportunities for teachers and students.

At EPS, we're very excited to be issuing email accounts to our students. This tool fits right into the curriculum and enables us to encourage online learning, electronic portfolios, online classroom, video streaming, publishing projects and blogging etc.

A Gmail account:

- increases student access to teachers
- allows student access to other Google products including Google Docs, Google Slides, Google Forms, Google Sites, Google Calendar, and Google Classroom
- provides online file storage space that is available anytime, anywhere
- allows teachers to share files with students
- extends the classroom learning environment to the home
- allows for collaboration among students in the classroom, within a building, within our school and with other schools
- facilitates group projects
- motivates reluctant writers
- provides students with the opportunity to build an electronic portfolio of their school learning experiences
- provides teachers additional ways to assess student learning
- allows teachers to provide discreet and effective differentiated instruction

Parent Involvement We want parents to be involved with their child's learning with regard to cyber safety and technology. All parents will have full access to their child's Gmail Account. Each child's Gmail Account username will be their student number and the following extension: **@eppingps.vic.edu.au**. Passwords will vary. Please ask your child to share this with you. Parents can obtain their child's student number from their homeroom teacher.

Next Steps. We are very excited to continue our journey forward with 21st century learning opportunities for your child. Gmail/Google Apps gets us one step closer.

Please read and sign the permission form below, and send it back to your child's classroom teacher by the start of week 2 in first term.

Google for Education Permission Form

As part of Epping Primary School's continued effort in creating engaging, online, collaborative learning opportunities, students from Grade 1 to 6 will have access to a Google for Education Account (GSuite). Google for Education is a platform created and hosted by Google. It includes a variety of services such as email, document creation, communication, and more. You can find out more about Google for Education here: <https://www.google.com/work/apps/education/products.html>

These accounts will be created and maintained by Epping Primary School and will allow our students to create, collaborate and share work with their peers and teachers. All information created or transmitted can be monitored by Epping Primary School to ensure all our students act appropriately and become positive digital citizens.

Epping Primary School believes it is important that students have exposure and interaction with web based technology and communication tools to compete in a global economy. For this, we are asking for your written permission to the statements below:

As Parent/s / Caregiver/s, I/we give permission for my child to:

- **Use a Epping Primary School administered Google for Education Account, which includes:**
 - Sending and receiving emails.
 - Creating, collaborating and sharing documents.
 - Use of Google Drive for cloud based data storage.
 - Use of chat and other communication tools within the Epping Primary School managed account.
 - Use of other Google Apps within the Google Apps Marketplace that have been approved for use by Epping Primary School (such as Google Classroom).

- I acknowledge that in accordance with the Australian Privacy Act (AAP8), that data created using Google Apps for Education can be stored off site and overseas. (This means that when a student creates a document, sends an email, etc. all of this information is saved in the cloud. This cloud is a series of data centres that save the information, just like your computer at home would, for easy access. These data centers can be all around the world. The data is secure and can still only be accessed by the account holder (the student) and Epping Primary Schools IT administrators, but it is now a requirement of Australian law that you are aware of and allow this.

Kind Regards,

Principal
Mr Bobby Kotevski

GSuite Administrators
Lisa Munir, Karlye Hogg, Michael Every

Please cut.....
Google for Education (please return this slip to school by...)

Signed: _____ **Childs Name:** _____ **Date:** _____
(Parent/s or Caregiver/s)

EPPING PRIMARY SCHOOL AND GAGGLE PARTNER TO IMPLEMENT SAFETY MANAGEMENT FOR G SUITE

Victoria, Melbourne, (July, 20, 2017) - Epping Primary School and Gaggle today announced a partnership to keep Epping Primary School students safe when they use G Suite for Education from Google. Epping Primary School will use Gaggle Safety Management for G Suite to further promote student and educator productivity in a safe and controlled environment.

Gaggle Safety Management combines technology with expert Student Safety Representatives, who review content 24/7 to assure students are safe. Gaggle identifies inappropriate words and images in Gmail, Google Drive, Google Docs and more. Trained professionals then apply consistent, school- or district-approved policies for positive intervention, alerting school officials if there is an imminent threat to a student.

At Epping Primary School we understand that while advances in technology have created opportunities to engage students in the classroom in new and exciting ways they also present an opportunity to be both intentionally and unintentionally misused. Therefore we see fit to implement Gaggle to ensure our students feel safe and secure when communicating online.

Gaggle has been providing safe online learning products and solutions to the K-12 market since 1999. The company's focus remains on student safety so educators can have the confidence to allow learners to take advantage of current technology for communication, collaboration, and learning. To learn more about Gaggle, visit <http://www.gaggle.net>.

To find out more about Epping Primary School's Gaggle implementation, please contact 9401 1389 and ask for the Gaggle Implementation team.

eSmart Policy

Rationale: Epping Primary School recognises the importance of digital technologies as an integral part of developing students' into responsible citizens who demonstrate ethical behaviour when using online and digital technologies. Epping Primary School uses the Internet and digital technologies as a learning tool to improve student learning outcomes, by increasing access to worldwide information and platforms to foster the skills required to be successful in a world where technology is ubiquitous.

Our school embraces the benefits of technology and is committed to reducing students' exposure to cyber risks. Within this context, the objective of this policy is to ensure smart, safe and responsible use of digital technologies and the Internet within our school community. This policy should be read in conjunction with Epping Primary School's Acceptable Use Agreement of Internet and Digital Technologies for users in Prep to 6, the DET Acceptable Use Policy for ICT Systems and the Student Engagement Policy.

Definitions

Bullying is when a person or group of people deliberately upset another person, hurts another person; damages another person's property, reputation or social acceptance on more than one occasion.

Cyberbullying is when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or persons using the Internet, digital technologies (for example: mobile phones or tablets), social media or social networking sites such as Facebook and Twitter, or any other type of digital technology.

Cyber Safety is the act of taking precautions to protect and maintain the anonymity of your own and/or another person's security and wellbeing when connecting and interacting with people in an online environment.

Digital Citizenship is a set of skills and behaviours required to be a successful learner, confident individual and effective contributor in today's digital age.

Digital Literacy is the knowledge, skills and behaviours required to use a broad range of digital devices to critically navigate, evaluate and create information and develop new social and economic opportunities for oneself and others in the community.

Digital Technologies are electronic devices, systems and resources that generate, store or process data. In this document it includes, but is not limited to, computer workstations, notebooks, cameras, smart phones, tablets, video and audio players/recorders, social media and networking sites and cloud solutions.

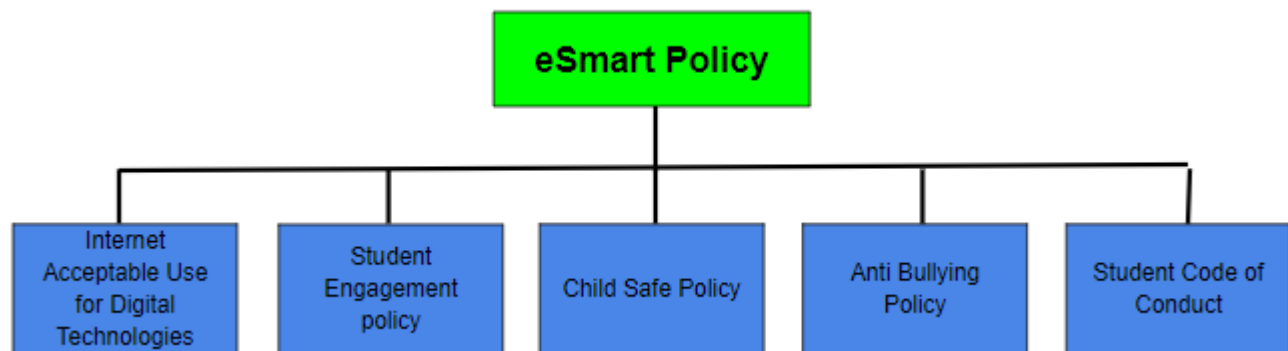
eSmart means knowing how to guard against security and privacy risks online, download content in a legal and ethical way, research and reference information, as well as manage reputation and relationships in cyberspace.

Social Media is computer-mediated services that are used as a means of supporting interactions among people and organisations in which they create, share and exchange information and ideas (for example: Twitter, Facebook, Tumblr, Snapchat).

Aim This policy aims to:

Documentation in place;

- Student code of conduct
- Students Engagement policy
- Child Safe Policy
- Anti Bullying Policy
- Internet Acceptable Use for Digital Technologies and Online Resources



Implementation:

- Epping Primary School's Acceptable Use Agreement of Internet and Digital Technologies is discussed with students and parents
- All students in Years Prep to 6 have signed a copy of the Acceptable Use Agreement of Internet and Digital Technologies
- Members of staff use Digital Technologies and Internet in accordance with the DET Acceptable Use Policy for ICT Systems
- Protocols for safe, respectful and responsible use of technology are present and clearly visible in all Learning Spaces
- A copy of all school ICT and eSmart policies are displayed on the school website
- Breaches of Acceptable Use Agreements are recorded on Gaggle and Accelerus and are dealt with accordingly
- The school community will be updated on a regular basis through newsletters, fact sheets, special events and the school website
- Victorian Curriculum eSmart Scope and Sequence implemented from Years Prep to 6 and supported in the classroom by the Digital Technologies Leader.

Members of Staff at Epping Primary School have the responsibility to ensure that:

- They are familiar with eSmart approaches and understand the philosophies of the eSmart program, necessary for teaching digital literacy
- They are aware of cyberbullying and able to identify and look for signs of occurrence amongst students
- Students are aware that any form of cyber bullying is prohibited at Glengala Primary School
- Students are aware of the consequences of cyberbullying (Acceptable Use Agreement of Internet and Digital Technologies)
- All cases of cyber bullying are reported to the ICT Leader/Principal/Assistant Principal and responded to promptly
- There is effective supervision of digital technology usage in Learning Spaces and the school to monitor and deter cyberbullying.

Students at Epping Primary School have the responsibility to ensure that:

- The Epping Primary School values of respect, responsibility, resilience, honesty and persistence are demonstrated when using digital technologies
- Only approved digital technologies are used in accordance with the signed Acceptable Use Agreement of Internet and Digital Technologies and in line with the school curriculum program
- They do not breach the privacy of students, staff and members of the school community through any unauthorised publishing of photography, video, or defamatory comments on social media or networking sites and applications
- All incidents of cyberbullying are reported to a member of staff
- They take steps to protect their own (and others) privacy and personally identifiable information.

Parents at Epping Primary School have the responsibility to ensure that they:

- Are familiar with the school's Acceptable Use Agreement of Internet and Digital Technologies so they can support their child to adhere to the expectations set out in the document
- Report any incident of cyberbullying or unsafe cyber behaviour that they become aware of, to the school as soon as possible
- Respect the privacy of students, staff and members of the school community through only authorised uploading, recording or filming.

Incidents and Complaints

- Any form of bullying, whether physical, verbal or cyber, are unacceptable
- All incidents of Cyberbullying must be reported to a staff member
- Incidents will be investigated and recorded in a register maintained at the school
- All teachers have a responsibility to respond to, investigate, follow up and monitor incidents of cyberbullying

- ❑ Any parent who believes that their child is being cyber bullied should contact the school. In the first instance, contact will be with the classroom teacher or team leader and then the Assistant Principal or Principal
- ❑ Parents will be notified if students are involved in any incidents of cyberbullying and appropriate and proportional consequences will be followed.

Evaluation

This policy will be subject to an annual review. The review process will include the evaluation of data collected through the ePotential Survey, Parent Opinion Survey, Student Attitudes to School Survey and Incident Records.

Policy approval

16th November 2019

Student Chromebook Agreement

- I will follow the policies outlined in the Epping Primary School Digital Technology Policy.
- I will take good care of my Chromebook and know where my Chromebook is at all times.
- I will never loan out my Chromebook to other students.
- I will keep food and beverages away from my Chromebook as they may cause damage.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will charge my Chromebook daily to ensure it is fully charged for each school day.
- I will use my Chromebook in ways that are appropriate, meet Epping Primary School's policies and expectations, and are educational.
- I understand that my Chromebook is subject to inspection at any time without notice, and will provide any security information to access all content on my Chromebook.
- I will be responsible for all damage or loss of any Chromebook that is caused by my neglect or abuse.
- I will file a police report in case of theft, vandalism, or other acts covered by insurance as well as report to Epping Primary School.

I understand that the Internet can connect me to much useful information stored on computers around the world. While I have access to the Internet at the Epping Primary:

- I will use it only for educational purposes.
- I will not look for anything that is illegal, dangerous, or offensive.
- If I accidentally come across something that is illegal, dangerous or offensive,

I will:

- clear any offensive pictures or information from my screen or Chromebook device and then immediately and quietly inform my teacher.
- I will not use the Internet or email to annoy, offend or harass anyone else.

Student Name: _____ **Class:** _____

Student Signature: _____ **Date:** _____