DIGITAL TECHNOLOGIES CODE OF CONDUCT POLICY
6/12/2018

RATIONALE

Digital Technologies including the internet, online programs and the use of school technological devices provide students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Our school actively supports the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered. Barton Primary School students are encouraged to be safe, responsible and ethical users of digital technologies.

AIMS

- To improve student learning outcomes by increasing access to worldwide information
- To develop skills in discriminate and appropriate internet, online and digital technology usage
- To protect students from inappropriate content, cyberbullying and other risks
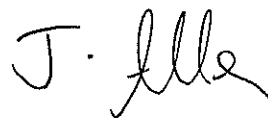- To encourage respectful use of devices

IMPLEMENTATION

- 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

- 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;
  See: Duty of Care and Supervision

- 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;

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- 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 care-givers 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:
    - Bullystoppers Parent Interactive Learning Modules
    - iParent | Office of the Children's eSafety Commissioner

- All students will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, not simply a right to be expected

- The school undertakes measures to ensure that information published on the internet 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

- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only

- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked

- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights. Parents will be notified of such decisions

- All students will be exposed to clear expectations on the respectful use of school technological devices (e.g. tablets, computers, cameras, whiteboards)

- Signed parent consent (see Appendix 1) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet

- Staff shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing

- Teachers will be able to communicate with parents via the Sentral portal

APPROVED:

Ratified by School Council: 21st June 2018

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EVALUATION

- This policy will be reviewed every two years as part of the school's three-year review cycle.

APPENDIX 1

DIGITAL TECHNOLOGIES CODE OF CONDUCT

Barton Primary School has connections to the internet and use of e-mail from classrooms and the Library. It is important that our students are made aware of the rules for use of these facilities and that parents understand the types of use that students will be involved in.

Our use of Digital Technologies will be limited to three main forms of access:

- Teacher demonstrated and directed, which involves adult supervision and direct monitoring of sites accessed.
- Student access through the Department of Education's approved site, which will only contain sites deemed appropriate for students
- Use of E-mail to other school's for research purposes

Student Digital Technologies Code of Conduct

At the beginning of each year, your child will be asked to sign the following Digital Technologies Code of Conduct.

- I agree to follow all teacher instructions regarding the use and activities on the device.
- I will take great care of digital technologies resources at Barton Primary School and will not bring food or drinks near them
- I will not give out personal information such as my address, telephone number, parents' work address or telephone number or the name or the location of my school without my parents' permission over the internet or when using e-mail.
- I will tell my parents or teacher straight away if I come across any information that makes me feel uncomfortable.
- I will never send a person my picture or anything else without first checking with my parents.
- I will not respond to messages which are mean or in any way make me feel uncomfortable.

    I have read and discussed the Student Digital Technologies Code of conduct with my child and believe that my child will be able to follow these rules and use computers, the Internet, and E-mail responsibly.

Signature of Adult A: .... Date............

Signature of Alternate Family Adult A: ....Date............

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