



Black Hill Primary School Digital Technologies Policy

This policy works in conjunction with the Victorian Department of Education's 'Acceptable Use Policy' for DET (Department of Education & Training) Digital Technologies resources, as well as Black Hill Primary School's 'Digital Technologies Acceptable Use Agreement' and 'BYOD Policy'.

Rationale

The Internet and school network access provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities. The Internet is a powerful tool for developing students' communication and collaboration skills. Above all, the Internet is an effective means of building language skills.

Numerous protocols govern the use of the Internet and school's Digital Technologies network. Learning these protocols and how to adhere to them, helps students understand the rule based society in which they live and treat others with respect and decency.

Black Hill Primary School's Digital Technologies Vision:

Digital Technologies is used to create a collaborative learning environment in order to enhance student's problem solving skills. Digital technology is an integral tool for students and staff to co create and communicate. A 1:1 program will be used for engagement, access, awareness and driving change through the inquiry learning process. Staff will use mobile technology to assess, collaborate and implement personalised learning sequences.

Intended Use:

To provide a safe connection to the Internet and network for all students, staff and school community members for educational purposes, research and communication. This policy is intended to:

- improve student learning outcomes by increasing access to worldwide information and information stored on the school's network;
- develop skills in appropriate and effective Internet and network usage; and
- instruct children about how to use the Internet and network in a safe and responsible manner.

Who Does This Policy Apply To?

This policy applies to all of the following groups within Black Hill Primary School's community:

- Staff;
- Students;
- Parents; and
- Principal Administrators.

Implementation

Staff, parents and students will be provided with a copy of the Black Hill Primary School 'Internet and Network Usage Policy'.

- Staff will be given access to the World Wide Web through the Netspace filter.
- Students will have restricted access to the World Wide Web via Netspace Department Filter. Additional sites will be blocked/unblocked as required.
- Students who have access to 'Real Time' or 'Video Conferencing' software will do so under teacher supervision.
- Downloading of applications is not permitted without approval by the Network Administrator.
- Approved Network Administrators will have access for the purposes of servicing the Network.
- Any Internet site used for class activities should be for educational purposes and care must be taken to ensure the content is appropriate.
- Students will be encouraged to critically appraise any site on the Internet for accuracy and educational value.
- Staff will have censorship filtered internet and email access.
- Student use of the Internet will be supervised by a teacher at all times.
- Students will be responsible for notifying their teacher of any inappropriate materials so that access can be blocked.
- Staff will be responsible for notifying the Digital Technologies coordinator/team of any inappropriate materials so that access can be blocked.
- All material published on the Internet by Black Hill Primary School will be used to present relevant information about the school that is of use to other schools and the wider community.
- No images portraying students of Black Hill Primary School will be published or transmitted on the Internet unless parents of students portrayed in that image have given written consent.
- Information about students and their families is not included on the school's website.
- Students are forbidden from accessing chat rooms, blogs or forums that have not been specifically set up by or approved by their teacher.
- Explanations and demonstrations will be given to students on how to select appropriate keywords when searching for material for educational projects.
- Parents and students must sign the Digital Technologies Acceptable Use Agreement yearly.
- Parents must sign the Google Apps for Education Privacy information and consent form.
- Students must complete the Digital Technologies (budd-e.cybersmart.gov.au) cybersafety training based yearly based on their year level.

Students will be instructed to:

- follow teacher instructions regarding the use of the Internet;
- always gain the teacher's permission before using the Internet;
- use the Internet for educational purposes only;
- not attempt to access inappropriate material as determined by the teacher;
- only use first names on World Wide Web. (They will be taught the importance of not including surnames, addresses, telephone numbers or other personal details);
- avoid requests for 'real life' contact (face to face or telephone) with people met via the Internet;
- not download applications, programs or software that are not approved by the class teacher;
- follow the "Breaking the Digital Technologies Acceptable Use Agreement" which is on the Black Hill Primary School Website
- students are to inform the teacher immediately if they view material that makes them feel uncomfortable or could make others feel uncomfortable;

- remember that it is a privilege, not a right, to be using the Internet; and
- not give out log in information or passwords.

This document will be uploaded and stored on the school's website for external reference and download at the following location: <http://www.blackhillps.vic.edu.au/>

Any changes or modifications of this policy will need to be ratified at school council before updating this policy on the World Wide Web.

Resources

Yearly Digital Technologies Sub program budgets will be allocated to support:

- subscription to the Internet Service Provider and download of data (iiNet);
- access to the World Wide Web outside of Caches by staff for educational purposes;
- Anti-Virus Software;
- Professional Development of staff; and
- maintenance and the upgrading of hardware and software.

Evaluation:

This policy is to be reviewed as part of the school's three-year review cycle or as required due to changes in the Acts and Laws.

This policy was last ratified by School Council in: November 2015
Updated October 2016 in line with Victorian Curriculum (Previously "ICT" Policy)