



## **Digital Technologies Student User Agreement**

### **eLearning Vision**

Coburg North Primary School seeks to develop the skills that will enable our students to participate successfully in a global community. Teachers will engage students in ways not previously possible. We aim for our students to become adaptable, effective and ethical users of technology to learn, create and communicate.

### **Mission Statement**

To embed Digital Technologies in all curriculum areas using appropriate pedagogies.

To provide connected learning beyond the school.

To give students and teachers the appropriate Digital Technologies and multi-literacy skills for future learning and teaching

To support Staff in their own professional learning to enable them to have the skills and confidence to enhance their teaching and personal work organisation

To develop students' curiosity and ability to:

- Think logically and critically
- Ask questions and solve problems
- Innovate and create
- Collaborate and communicate

### **IMPLEMENTATION**

At Coburg North Primary School, we will:

- encourage families to be involved in a 1 to 1 Device Program in the 5/6 level. This device will support a range of learning activities where students collaborate, create, problem solve and think critically.
- Provide devices for use in the classroom for those students who do not have access to a device as part of the 1 to 1 Device Program.
- Implement a Digital Technologies Committee, with representation from across the school, who will be responsible for the coordination of the program at the school.
- Employ IT technicians to support device use across the school.
- Provide a comprehensive information booklet about the 1 to 1 Devices for Learning Program at CNPS: [https://www.coburg-north-ps.vic.edu.au/uploaded\\_files/media/1to1\\_devices\\_at\\_cnps\\_handbook\\_2020.pdf](https://www.coburg-north-ps.vic.edu.au/uploaded_files/media/1to1_devices_at_cnps_handbook_2020.pdf)  
<https://www.coburg-north-ps.vic.edu.au/page/152/Digital-Technologies>
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home by through our Information Booklet, regular information sessions and articles in our School Newsletter.
- Maintain our accreditation as an eSmart school. The eSmart program will be a component of our curriculum, designed to educate our students about digital issues such as cyberbullying, online privacy, intellectual property and copyright.

- Implement an eSmart committee that will support smart, safe, responsible technology and wellbeing outcomes for our school community.
- Ensure that all students and parents read and sign the F-6 Acceptable Use Agreement at the beginning of each year. This document will outline clear protocols and expectations for the safe and responsible use of technology and online spaces.
- Maintain an updated Cyber Bullying policy and reporting system that articulates our vision and actions that aim to minimise incidences of cyberbullying at school.

[https://www.oakparkps.vic.edu.au/uploads/4/8/1/3/48136671/bullyingand\\_harassment\\_policy\\_and\\_procedures.pdf](https://www.oakparkps.vic.edu.au/uploads/4/8/1/3/48136671/bullyingand_harassment_policy_and_procedures.pdf)

- Use clear protocols and procedures to protect students working in online spaces. This will include reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures including an online bullying reporting system <https://www.oakparkps.vic.edu.au/report-bullying.html>
- Supervise and support students using digital technologies in the classroom.
- Provide a filtered internet service to block inappropriate content.
- Critically appraise all online sites, apps and digital tools that teachers use in the classroom to support students' learning
- Teachers will monitor student use of apps in the classroom through the application of online, and other tools.

## CONSEQUENCES OF MISUSE

The Coburg North Primary School Positive Behaviours Matrix is being developed in accordance with our School Wide Positive Behaviours and will be released in 2020.

Each year students and parents are required to complete an **'Acceptable Digital Technologies Use Agreement'**. (See appendix)

In the event of breaches of the agreement the following steps will be implemented:

1. In the first instance, a warning is issued to the student
2. A subsequent breach will mean that the device will be confiscated for the day and parents will be notified
3. A further breach will mean that the device will be confiscated for 1 week; parents will be notified.

The consequences for any further breaches will be determined by the Digital Technologies Committee in consultation with the Principal and/or the Assistant Principal.

In instances when the device is confiscated, the student must continue with the same work as other students in the class, but must use other non-technological equipment to carry out the task.

## Virtual Private Networks

The device agreement is signed at the start of the year, stipulates that only school based and age appropriate apps (ratings under 12 years old) are to be on student devices used at school.

The use of a Virtual Private Network (VPNs) allows users to surf the net and stream anonymously. VPNs allow users to bypass filters and access inappropriate and illegal content without being detected.

The DET and local technician will conduct random spot checks of devices, throughout the school.

**VPN apps are not allowed to be on devices that access the school's network.**

If a VPN is found to be on a student's device the following action will be taken:

1. The device will be confiscated.
2. Parents will be notified and asked to collect their child's device.
3. Further checks of the device will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

#### **EVALUATION**

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training and the eSmart Schools Program. The Acceptable Digital Technologies User Agreement will be ratified by School Council in 2020.



## Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020

When I use Digital Technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school). This means I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others. (This can include leaving someone out to make him or her feel bad).
- Don't copy someone else's work or ideas from the Internet and present them as my own. (I will include the website link).
- Never touch another student's digital device for any reason.

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 not to be shared online. This means I:

- Never share my own or my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Protect my password and I don't share it with others.
- Don't join a space online without my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online. This means I:

- 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.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use spaces or sites that are right for my age.
- Don't deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online unless a trusted adult assists me.

When I use digital technologies I ensure that it is used to promote learning. This means I:

- Only use digital technologies for learning purposes.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- I will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times)



# Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2020

## STUDENTS

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly (please see the iPad Information Booklet and our ICT Acceptable Use Policy on our webpage for disciplinary action process).

Student Name:..... Student Signature:..... Class.....

Date.....

### Parent/Guardian Agreement: Please tick EVERY BOX before signing.

I agree to:

- My child using the Internet at school for educational purposes only.
- The school signing my child up to educational accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Google Drive, and other similar age appropriate collaborative spaces.
- I have read, understand and agree to abide by the school’s Acceptable Digital Technologies Use Policy as on our school’s website.
- Contact the school if there is anything here that I do not understand. If there is a situation, which concerns me, I will contact either the school Principal or my child’s classroom teacher.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don’t hesitate to contact our Digital Technologies Coordinator (Laura Rossi), Monika Gruss (Principal), Tim Prendergast (Assistant Principal) or your child’s class teacher on (03) 9354 1660 or via the school email [coburg.north.ps@edumail.vic.gov.au](mailto:coburg.north.ps@edumail.vic.gov.au).

Parent Name: ..... Parent Signature:.....

Date:.....