



Millen Primary School
Learning Together

Digital Technologies Policy

Reviewed August 2019

Policy Statement

Millen Primary School will provide online services and equipment to students to be used for learning-related activities. The school strives to protect students from exposure to inappropriate online material and activities.

Students bringing mobile telephones to school, do so at their own risk. Mobile telephones must be handed in to the office upon arrival. Students will be expected to turn their mobile telephone off before entering the grounds and keep it off until leaving the grounds at the end of the school day.

Background

Online services include, but are not limited to, email, calendaring, web conferencing, discussion groups, Internet access and web browsing.

ICT skills are now required as essential for students as members of our society and as future employees. The use of online services at school will benefit students in many ways including:

- Access to libraries of information from sources throughout the world
- The ability to interact and collaborate with other students and experts
- The acquisition of knowledge and skills that will be useful in the future
- The opportunity to publish their work to a wider audience

Definitions

INAPPROPRIATE CONTENT: content that is considered unsuitable or harmful. This includes material that is pornographic, promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation.

SPAM: a term used to describe 'junk mail'. That is, unwanted messages sent to an email account.

ICT: Information Communication Technology

DOE: Department of Education

Responsibilities

Principals must:

- Inform parents and teachers of DOE and school policy
- Provide students access to online services
- Advise parents that the school and DOE will make every effort to provide a safe and secure online environment this cannot be guaranteed
- Advise parents that Internet browsing and all ICT activities at home will not be filtered by the department
- Approve any material planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance
- Gain written permission from a parent before publishing video recordings, photographs or comments relating to their child
- Tailor disciplinary action to meet specific concerns when students breach the agreement
- Promptly address the online publication of defamatory material about staff or students

Teachers must:

- Be aware of their responsibilities for supervising student use of online services
- Inform students on the possible consequences of publishing identifying information
- Explicitly teach students age appropriate cyber safety lessons
- Teach students the 'ICT Rules' identified in the Online Services Code of Conduct
- Provide appropriate supervision for students using online services at school
- Display and teach the ICT Rules for students in K - 2 before granting students access to online learning
- Display and teach the ICT Rules for students in 3 - 6 before granting students access to online learning
- Acknowledge the author of any material published
- Tailor disciplinary action to meet specific concerns when students breach the agreement
- Promptly address the online publication of defamatory material about staff or students
- Inform students of the consequences (withdrawal of online services) should they breach their agreement and possible legal liability