PURPOSE

- To provide guidelines in the use of digital technologies for educational purposes by students, staff and parents to improve student learning outcomes.

- To establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the KEPS 'Acceptable Use Agreements'.

POLICY GUIDELINES

- Digital technologies are present in all aspects of daily life. KEPS is an eSmart school, therefore we provide opportunities for students to use digital technologies in a smart, safe and responsible manner for learning, communication and engagement.

- Digital technologies includes the use of social media tools, online learning environments, the internet, communication programs (such as email) and hardware, such as IWBs and digital cameras.

- The use of digital technologies is incorporated across all learning areas at KEPS. Staff teach cyber safe practices and online risks in appropriate learning areas. Students generate, develop and deliver cyber safety resources.

- KEPS may be required to report illegal online activities to police and relevant authorities.

- This policy is supported by the following documents:

  - ➢ KEPS Protocols for the Use of Digital Technologies (Appendix 1)
  - ➢ KEPS Acceptable Use Agreements F-2 & 3-6 (see school website)

POLICY IMPLEMENTATION
Acceptable Use:

- All students and parents/carers are required to complete and return the Acceptable Use Agreement (Part C) in Foundation (covers for 3 years) and Year 3 (covers for 4 years). Additionally, students in Years 4-6 will be required to re-sign this agreement with their class teacher at the beginning of each school year.

- Staff will revisit the guidelines of the Acceptable Use Agreement with all students at the beginning of each school year and as often as the need arises during the school year.

- Parents are informed of this policy, and are encouraged to monitor their child(ren)'s use of digital technologies at home at all times, including when completing school related tasks.

- Students are reminded of appropriate use of digital technologies, and to inform their teacher of any inappropriate materials or content they encounter or observe others being involved in or confronted with. Incidents of a serious nature will be passed onto a leadership member and if necessary, to the school technician/s to investigate, whom may block access.

- Students must put all personal devices, including mobile phones and iPads, into their bag before entering school grounds. Students are responsible for the safety of their devices. Students can access these devices upon leaving the school grounds after school hours.

- Access to the internet is through the Department's internet provider, and includes filtered internet access. However, the school acknowledges that full protection from inappropriate content can never be guaranteed.

- The use of digital technologies at school is supervised by teachers and should only be used for the intended educational purpose as specified by the teacher.

- Protocols for the use of digital technologies will be displayed in all classrooms and prominent places throughout the school.

- Any inappropriate use of digital technologies at school or within the school community will result in a corresponding consequence in accordance with school and Department protocols, which may include reporting illegal activities to the authorities, and/or suspension of the use of digital technologies at the school.

eSmart

- The school is working towards the implementation and sustainability of the eSmart framework. New staff undertake an induction to the eSmart framework and all staff are must adhere to the Department ICT Acceptable Use protocols at all times. Staff will have access to ongoing professional learning about cyber safety.
- The school will explicitly teach students about safe, ethical and responsible use of digital technologies.
- Students are supported in their use of digital technologies by being given strategies to communicate respectfully, protect personal information to maintain the safety of themselves and others.
- All incidences of cyberbullying are to be reported, including incidences that occur outside of school, Incidences will be recorded and analysed through eSmart incident reporting procedures.

Guidelines for the Use of Student Images

- Digital images taken during educational experiences (including camps, excursions and incursions) may only be used for educational purposes within the school. These images must be captured by school approved devices only.
- Parents/carers who are official helpers for school activities are not permitted to use personal devices to record any images, audio or video of the activity. School approved devices are available for this purpose, if required.
- In respect to the privacy rights of students and families, parental or caregiver consent will be obtained before any student's photograph, video footage, or work will be posted on a public site on the internet, school website, television and news media, local press and community displays.
- Parents/carers are asked to only take photos of their own children at school events, including assemblies and sport days. Where this is unavoidable, images should not be shared without first obtaining appropriate (written) consent from the individuals (and their parents/carers) who appear in the images or sound and video recordings.

Whole School

- This policy will be made available to the school community via the school's website.
- Parents/carers will be notified of any known incidents of cyberbullying directly involving their child.
- The school will communicate messages with parents/carers and wider community about cyber safety and the safe, smart and responsible use of digital technologies.
- Consent will be required for students to participate in activities that use Internet, Technology or Online Services that require the use of personal information or store student work samples.
- Parents/carers are invited to provide feedback to our school about our bullying prevention response procedures.

EVALUATION
- This policy will be reviewed in accordance with the School Council Policy Schedule or at the discretion of School Council.
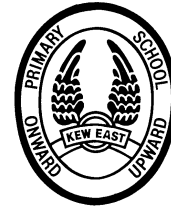
APPENDIX 1 — Kew East Primary School

Use of Digital Technologies at KEPS

All students must follow these guidelines while using digital technologies to keep themselves and others safe, to make their learning fun and engaging and to make sure that all of our digital technology is kept in good condition.

Example of digital technologies:
-computers, tablets, iPads, laptops
-Internet
-digital cameras
-headphones, connecting cords, charging cords

When using digital technologies all students will:

- Demonstrate the KEPS values- the 5Rs
- Get teacher permission before using digital technology
- Listen and follow teacher instructions at all times
- Keep all devices food and drink free
- Not alter the set-up of the device hardware or software
- Not interfere with the files or folders of others
- Not download or upload software/programs, such as gaming programs
- Keep usernames and passwords private
- Save their work carefully and use an organised filing system
- Only use a portable memory device (USB) with permission from a teacher
- Carry devices in a safe way
- Report any unacceptable behaviour or information seen to a teacher

When using the Internet or email at school students will:

- Only visit websites that relate to their learning
- Get teacher permission before sending emails
- Not share personal information (such as their full name, telephone number or address)
- Press on Hector (if this is available) if you see anything inappropriate or if it makes you feel uncomfortable. If Hector is not available, go and see your teacher straight away

If you follow these guidelines, you will have a safe and enjoyable time using digital technology. If these guidelines are not followed, a consequence will be given.