

# CYBER SAFETY and USE of DIGITAL TECHNOLOGIES POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on [ripponlea.ps@education.vic.gov.au](mailto:ripponlea.ps@education.vic.gov.au) or 9527 5728.

## POLICY

Ripponlea Primary School ('RPS') promotes safe use of technology in the school community.

## PURPOSE

To ensure that all students and members of the RPS school community understand:

- (a) RPS's commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at RPS;
- (b) expected student behaviour when using digital technologies including the internet, social media and digital devices (including computers, laptops, tablets);
- (c) RPS's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies;
- (d) RPS's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- (e) the various Department policies on digital learning, including social media, that our school follows and implements.

## SCOPE

This policy applies to all students and staff at RPS in accordance with the school's Acceptable Use of Technology Agreement. An Acceptable Use of Technology Agreement is updated annually for students in Years F-2 and Years 3-6. These agreements are signed by students and parents/carers at the start of each year.

RPS staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

RPS Staff, volunteers and school visitors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Example School's Child safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)

## DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## **POLICY**

### **Vision for digital technology at RPS**

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

RPS understands that digital technologies, including the internet, apps, computers and tablets, provide students with rich opportunities to support learning and development in a range of ways. Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable RPS students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests, and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

RPS believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. RPS' vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

RPS recognises the need for students to be safe and responsible users of digital technologies and is committed to explicitly teaching students about safe and responsible online behaviour. Use of technology is best taught in partnership with parents/guardians and through the school's Acceptable Use of Technology Agreement, we request that parents/guardians work with us and encourage this safe and responsible use of digital technologies at home as well as at school.

### **iPads and Laptops at RPS**

Classes at RPS are delivered with the use of iPads and Laptops. Students use RPS supplied iPads and Laptops during class time as well as for remote/home learning, as needed, for different learning activities.

RPS does not require students to bring their own purchased or leased iPad, Laptop or other digital device with them to RPS each day.

Students must have their personal handheld devices switched off and in their bag during the school day and during other school activities. Personal handheld devices are brought to RPS at their owners' risk, are to be stored in their bags and switched off.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At RPS, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At RPS, we:

- use online sites and digital tools that support students' learning, and focus RPS's use of digital technologies on being learning-centred;
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims;
- supervise and support students using digital technologies in the classroom;

- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of RPS students;
- have programs in place to educate RPS students to be promoting safe, responsible and discerning use of digital technologies; for example but not limited to, resources accessed via e-safety Commissioner website <https://www.esafety.gov.au/educators/classroom-resources>;
- educate RPS students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online;
- actively educate and remind students of the RPS Student Engagement and Inclusion Policy that outlines RPS's values and expected student behaviour, including online behaviours;
- have an annually updated Acceptable Use of Technology Agreement outlining the expectations of students when using digital technology at school;
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity;
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies;
- provide a filtered internet service to block access to inappropriate content;
- have the ability to allow, or block, a website at the school level;
- refer suspected illegal online acts to the relevant law enforcement authority for investigation;
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in the RPS newsletter and annual information sheets.

Distribution of RPS owned devices to students and personal student use of digital technologies at RPS will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. An Acceptable Use of Technology Agreement is required to be signed by students and parents/carers at the start of each year.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher immediately.

All messages created, sent or retrieved on RPS's network are the property of RPS. RPS reserves the right to access and monitor all messages and files on the RPS computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

## **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with the Acceptable Use of Technology Agreement (AUTA), RPS's Statement of Values, Student Wellbeing and Inclusion Policy and Antibullying and Cyberbullying Policy.

When a student acts in breach of the behaviour standards of the RPS school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), RPS will institute a staged response, consistent with RPS's policies and the Department's Student Engagement and Inclusion Guidelines.

Breaches of this Policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges;
- removal of email privileges;
- removal of internet access privileges;
- removal of printing privileges;
- other consequences as outlined in RPS's Student Engagement and Wellbeing Policy.

[Copy of AUTA Foundation – 4](#)

[Copy of AUTA 5 – 6](#)

## RELATED POLICIES

- [Bullying Prevention](#)
- [Child Safety Code of Conduct](#)
- [Child Safety Policy](#)
- [Child Safety Reporting Obligations \(including Mandatory Reporting\)](#)
- [Duty of Care](#)
- [Mobile Phones](#)
- [Personal Property](#)
- [Privacy: management of personal, health and sensitive information](#)
- [Student Engagement & Wellbeing](#)
- [Values & Vision](#)

## References:

- <http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>
- <https://www.esmartschools.org.au/Pages/default.aspx>
- <https://www.amf.org.au>

## APPROVAL AND REVIEW

<b>Created date</b>	30 August 2022
<b>Consultation</b>	Governance Committee 19/10/22 School Council – 6 September 2022 Staff update – 1/8/2022
<b>Endorsed by</b>	Ripponlea School Council
<b>Endorsed on</b>	25 October 2022
<b>Next review date</b>	October 2025