

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Kensington Primary School.

**PURPOSE**

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

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including the allocation of 6 laptops and 6 iPads per grade
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets) Refer to Appendix A
- (c) the school'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) our school'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 when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies.

**SCOPE**

This policy applies to all students and staff at Kensington Primary School.

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](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- Kensington Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

Staff also follow our school's Acceptable Use Policy.

**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 learning at our school**

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

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, from a variety 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.

Kensington Primary School 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. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kensington Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Kensington Primary School, we:

- use online sites that have been checked using a PIA and digital tools that support students' learning in line with our Privacy Impact Assessment, process (Appendix B) and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for a specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- use Department of Education endorsed Google Suite for collaborative learning
- have programs in place such as Routines for Success, to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork (Appendix A)
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the 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 at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

Distribution of school owned devices to students and use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed **Acceptable Use Agreement**. (Appendix A)

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 and the administration, immediately. Passwords are updated every twelve months or earlier if compromised.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard

### Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, to notify the school and parent / carer of the student's actions as well as the request that the student immediately stops and 'unfollows' the staff member.

### Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kensington Primary School's *Statement of Values*, *Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Kensington Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions/transition
- Included as an annual reference in the school newsletter
- Discussed relevant sections in classrooms with students
- Made available in hard copy from school administration upon request.

### POLICY REVIEW AND APPROVAL

The mandatory review cycle for this policy is 2 years.

<b>Policy last reviewed</b>	August 2022
<b>Consultation</b>	<ul style="list-style-type: none"><li>• School Council (Tabled September 12<sup>th</sup>)</li><li>• School Council Policy Subcommittee</li><li>• Kensington Primary School Staff</li></ul>
<b>Approved by</b>	Principal, Bridget McLaughlin
<b>Next scheduled review date</b>	August 2024

## School Profile Statement

Kensington Primary recognises the need for students to be safe and responsible users of digital technologies. We believe explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Kensington Primary we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- begin each year with an inquiry into cyber safety and how to be a responsible digital citizen.
- utilise age-appropriate resources, which have been viewed and sourced by KPS staff and suggested by DET
- utilise age-appropriate resources to educate our students to be safe and responsible users of digital technologies and to raise our students' awareness of issues such as online privacy, intellectual property and copyright . These may include:

**Office of Children's eSafety Commissioner esafety resources**

<https://www.esafety.gov.au/educators/classroom-resources>

**Common Sense Media Digital Citizenship Education Resources**

<https://www.commonsense.org/education/digital-citizenship/curriculum>

**Allanah & Madeline Foundation Digital Licence Resources**

<https://www.digitallicence.com.au/>

- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:

[Bullystoppers Duty of Care and Supervision](#)

- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authorities
- adhere strictly to age-restrictions, those websites that require the user to be above 13 will not be used by students e.g. You Tube, Face Book, Instagram, Tik Tok.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:

[Bullystoppers Interactive Learning Modules - parents](#)

(<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>)

[Cybersafety guide - parents](#) (<https://www.esafety.gov.au/parents/webinars>)



# Information for parents about Google Suite for Education

## OVERVIEW:

At Kensington Primary School we believe in collaboration, timely and targeted feedback are essential to support the learning process. As part of our focus on strengthening student voice we are using G Suite for Education (GSFE) to engage authentic experiences to share across the school. GSFE allows for real-time collaboration between staff and students.








This online service is hosted by Google and is offered to schools via the Department of Education and Training (DET) under a brokered model. GSFE comprises a range of applications (see below) which allow students to collaborate simultaneously and share their work within a closed school domain that is accessible only by their peers and school staff who have DET provided identities. GSFE tools can be accessed at school and at home via a web browser.


It is intended to be used for **educational purposes only**. GSFE must be used in accordance with the school's **Acceptable Use Agreement** and not for your child's personal activities.

For further information or any enquiries, email [kensington.ps@education.vic.gov.au](mailto:kensington.ps@education.vic.gov.au)

<https://www.education.vic.gov.au/about/working/Pages/foi.aspx>

Student details will be limited to student first name, last name, year level, school email addresses, school name and student work. The Department of Education's [Schools' Privacy Policy](#) can be viewed here.

	Description	Benefits to Your Child
 Classroom	A newsfeed-style environment that allows teachers to: <ul style="list-style-type: none"><li>• share resources,</li><li>• manage student assignments</li><li>• facilitate collaboration</li><li>• Promote online conversations about learning.</li></ul>	<ul style="list-style-type: none"><li>• Supports your child's access to the school portal and class sites for a range of collaborative activities</li><li>• Provides channels to school activities</li></ul>
 Drive	Provides unlimited online storage in the cloud. Files can be shared with staff and students as needed.	<ul style="list-style-type: none"><li>• Unlimited storage</li><li>• Your child's access is restricted to his/her class and school</li></ul>
 Forms	A survey creation tool. The data collected in the form is fed directly into a spreadsheet, allowing analysis.	<ul style="list-style-type: none"><li>• Enables teachers to easily collect and analyse student responses to check their understanding of concepts</li><li>• Students can create their own form to collect and analyse data</li><li>• Student and teachers can provide each other with feedback</li></ul>
 Docs	Online word processor that lets users create and format text documents and collaborate with other users in real time.	<ul style="list-style-type: none"><li>• Enables your child to create and edit docs with any modern browser</li><li>• Your child can jointly write and edit documents with other students and/or staff</li></ul>
 Sheets	Online spreadsheet app that allows users to create and format spreadsheets and simultaneously work with other users.	<ul style="list-style-type: none"><li>• Enables your child to create and edit spreadsheets with any modern browser</li><li>• Your child can jointly write and edit spreadsheets with other students</li></ul>
 Slides	Online presentation app that allows users to show work in a visual way.	<ul style="list-style-type: none"><li>• Enables your child to create and edit slide presentations with any modern browser</li><li>• Your child can jointly write and edit slide presentations with other students</li></ul>
 Sites	Allows the creations of internal-facing web sites	<ul style="list-style-type: none"><li>• Enables launch of websites for class, team, or a project with easy site builder</li></ul>

 Keep	Digital sticky notes which can include: text, lists, photos and audio.	<ul style="list-style-type: none"> <li>• Users can add and edit notes collaboratively</li> </ul>
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## Safe and Responsible Student Online Behaviour (please read and discuss with your child)

### When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to others and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

### When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

### When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use

At school I will:

- Participate actively when we are learning about responsible use of digital technologies and the internet.
- Explain ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.





# Inappropriate Content

Young people have access to a virtually limitless world so parents should be aware of the risks.

## What is inappropriate content?

The internet offers young people amazing opportunities to connect and learn, but it can also expose them to content that is both age and developmentally unsuitable.

Content on the internet is not sorted into age or appropriate areas and without supervision and guidance, a child can either unintentionally or purposely find content that is sexually explicit, extremely violent or inappropriate. We know that exposure to this type of content can also be psychologically damaging.

Just as you would ensure that the books you read to your child are age appropriate and the TV shows they watch are suitably rated, you should monitor what your child is doing, and where they are going in the digital space.

Most internet users will at some stage come across confronting content online and in the majority of cases this will not cause long-term harm. Problems can arise when this exposure is constant and is not discussed with a parent who can provide a balanced view.

Some specific examples of potentially damaging content for children and teenagers include sites which encourage eating disorders or self-harm. For young people with mental health issues such as depression or an eating disorder, these sites can be damaging as they create an environment where users may normalise behaviour which is harmful (for example encouraging self-harm, or extreme calorie restrictions).

Be aware that young people can find these find these sites easily.

Most of these disturbing websites are not 'illegal' which means that they will remain online and it is up to a parent to monitor and manage. You would not feel safe allowing your child to wander aimlessly through a large city, alone and in the middle of the night so remember that the internet is like a large city, full of good and bad and a place that a child needs to be supervised.

The issues of curiosity and exploration are the same for every generation, but the internet means there is far more information which is far more easily accessible. Parents may once have looked up a 'rude' word in a dictionary—children today will Google the word instead. Rather than looking up pictures of nude bodies in a biology textbook, kids can now access pornographic content very quickly online.

## What can I do to protect my child online?

The most important thing you can do is engage in open and honest communication. Use the internet together and make it part of your family's activities. The more you explore together, the more you will learn about their online behaviours and interests.

## Acknowledgement and Consent

- 1) Please read and sign **this page**.
- 2) Detach this double-sided page (keep the other pages for your own information).
- 3) Return this double-sided page to the KPS office or your classroom teacher.

### *Acknowledging a shared commitment to using digital technologies and the internet safely & responsibly*

Kensington Primary School's ICT Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• school owned ICT devices (e.g. desktops, laptops, iPads printers, scanners)</li><li>• email</li><li>• internet, intranet</li><li>• video and photo sharing websites (e.g. YouTube)</li></ul> | <ul style="list-style-type: none"><li>• blogs</li><li>• forums, discussion boards and groups</li><li>• wikis (e.g. Wikipedia)</li><li>• vod and podcasts</li><li>• video conferences and web conferences.</li></ul> |
|--|---|

This ICT Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home.

### Student Acknowledgement

*I have read/talked with my parent/guardian about how I can be polite, safe and responsible when I use digital technologies and the internet, and I promise I will do this at school and at home.*

Student First Name:

Student Last Name:

Grade (e.g. 1C - please include the letter)  
(Leave blank if new student):

Date:

### Parent/Guardian Acknowledgement

*I have read the KPS ICT Acceptable Use Agreement and talked with my child about how they can be polite, safe and responsible when they use digital technologies and the internet. I will continue to support the safe and responsible use of technology at home and at school.*

Parent/Guardian First Name:

Parent/Guardian Last Name:

Signature:

Date:

Please turn over page and complete part 2



## ***PART 2: Providing consent for your child to use G Suite for Education***

We seek your consent for your child to use G Suite for Education. We are seeking your consent because personal information may be collected about your child. Outside of Australia, Google holds user data in data centres located around the world. The information is also subject to such country's jurisdictions.

**This consent is to be read in conjunction with the following additional information:**

- a) Information for Parents about Google Suite for Education**
- b) Google Suite for Education: Data & Privacy Information**
- c) KPS ICT Acceptable Use Agreement**

### **Parental access**

You can access personal information held by the Department of Education and Training (Department) about you and your child under the *Freedom of Information Act 1982 (Victoria)*. If a mistake in that personal information is identified, the Department is required to correct it under the *Privacy and Data Protection Act 2014 (Victoria)*.

### **If you don't provide consent**

If you do not provide consent, your child will not have access to the online services and alternate arrangements for allocating work will be made.

### **Consent for student use of online services**

By signing and returning this form you confirm that:

- You have received and read:
  - a) Information for Parents about Google Suite for Education**
  - b) Google Suite for Education: Data & Privacy Information**
  - c) KPS ICT Acceptable Use Agreement**
- You understand how your child's personal information will be collected, used, disclosed and managed.
- You understand that this consent will continue while your child is involved in the use of the consented online services.
- You understand that this consent on behalf of your child may be withdrawn at any time in writing.
- You understand that if the school determines that the personal information is no longer required or relevant, the use of the personal information will cease.

**I have read the information about the offered online services and provide permission for my child to access the services listed at the beginning of this document.**

<b>Child's First Name</b>	
<b>Child's Last Name:</b>	
<b>Grade e.g. 1C or 5/6D (Leave blank for new students)</b>	
<b>Parent/Guardian First Name:</b>	
<b>Parent/Guardian Last Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	