



## St Leonard's Primary School

### Digital Citizenship Policy

This policy is to be read in conjunction with the following School Policies:

- Social Media for employees Policy 4.1.17
- Social Media Policy 4.1.22
- Blogging Policy 4.1.21
- Privacy Policy 4.1.3
- ICT Policy 5.8.1

#### Rationale:

- The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.
- St Leonard's School is committed to providing equal access to quality educational experiences for its students and to the provisions of current teaching resources to all teaching staff

#### Aims:

- Our aim is to offer educational experiences that develop creativity, initiative and a love of learning and to allow students to make a contribution to their world. We recognise the place of technology in the future world of our students and their need to be able to access these technologies and take advantage of the opportunities they provide
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

#### Implementation:

- We recognise the 9 Elements of Digital Citizenship as a current conception of internet access and use for all staff and students and endeavour to address these through our structures and curriculum (Appendix #1).

The nine elements are as follows:

1. **Digital Security (DS):** electronic precautions to guarantee safety
  2. **Digital Rights & Responsibilities (DRR):** those freedoms extended to everyone in a digital world
  3. **Digital Health and Wellness(DHW):** physical and psychological wellbeing in a digital technology world
  4. **Digital Access (DA):** full electronic participation in society
  5. **Digital Commerce (DC):** electronic buying and selling of goods
  6. **Digital Communication (DCo):** electronic exchange of information
  7. **Digital Etiquette (DE):** electronic standards of conduct and procedure
  8. **Digital Literacy(DLi):** process of teaching and learning about technology and the use of technology
  9. **Digital Law (DLa):** electronic responsibility for actions and deeds
- The school will provide access to Internet for students under the supervision of the teacher (**DA**).
  - Our school is connected to a Local Area Network (LAN) under the auspices of the Catholic Education Office. This network will allow our students access to educational sites and will also eventually allow children to communicate with students from Catholic schools across Victoria. It is important to point out that children will **NOT** have access to the World Wide Web (WWW) as such, but a network system that will allow access to sites that are considered to be of an educational nature (**DA**).

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered (*DLi*).
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility including for clearing their mailboxes regularly, and not simply a right to be expected (*DRR & DS*).
- The school's IT staff member will liaise with staff to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students (*DA*).
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency (*DRR & DLa*).
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only (*DA*).
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked (*DRR & DLa*).
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked (*DRR & DLa*).
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall be dealt with by the Principal and School Leadership Team. (*DA; DS; DHW; DRR & DLa*).
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students only the student's first name will be used (*DS & DRR*).
- Signed parent and student consent forms are required to be completed at the beginning of every year in order to gain access to the internet, or to publish work, photos or videos on the internet (Appendix #2) (*DA; DS; DRR & DLa*).
- Blogging was introduced in 2014 across the school and all students will have access to a class blog. The Blogging Policy and Statement sets the objectives and standards for use (see Blogging Policy 5.8.3) (*DA; DLi; DCo; DE; DRR & DLa*).
- Google Apps for Education was introduced into the school in 2014/2015.  
Google Apps is a service providing several Google products under a custom domain name, in our case @leonardsgwav.catholic.edu.au. Our school retains administrative powers and can monitor as well as customise which services are available to students and staff. It features several web applications with similar functionality to traditional office suites, including Drive, Documents, Presentations, Spreadsheets, Sites and email. Files are stored in the "cloud" and due to Google's size, may be stored in servers outside of Australia. St Leonard's retains ownership of all files/data stored in the cloud. For more information on Google's privacy policy for education please visit [www.google.com/edu/trust/](http://www.google.com/edu/trust/) (*DS; DCo; DE; DLi & DLa*).
- A class set of Chromebooks were purchased in 2015 and introduced into the middle /senior classes of the school in 2015 to ascertain the long term viability of their use. The school made a decision in 2015 to introduce a one-to-one Chromebook program in 2016 for yrs 5 & 6
- Students and staff will implement correct procedures for 'Bring Your Own Devices' including virus checks on USBs (*DS*).
- Staff and students will adhere to copyright laws in the use of information and images online (<http://www.copyright.org.au/>) (*DLa*).
- It is expected that all staff will make use of all technology available in the school to support student learning in a contemporary era (*DA*).
- The school will ensure that it stays abreast of the terminology associated with up to date technology and digital actions. (<http://www.netlingo.com/>) (*DA & DLi*).
- The school will ensure that staff, students and parents and students are made aware of the importance of monitoring one's own 'Digital Footprint.' (*DS*).
- The school will ensure where possible that it provides up-to-date facilities (*DA*).

- The school will ensure that adequate Cybersafety training is offered to staff, parents and students (*DDR*), (*DS*), (*DHW*), (*DE*), (*DLa*)
- *The school may exercise its right to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.*

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

**This policy was rewritten by staff in 2013. It was reviewed by the Leadership Team in 2016. It will be reviewed again in 2017.**

**This policy was ratified by the Education Board in March 2014**

# Appendix #1 - Teaching opportunities for developing Digital Citizens

<p><b><u>Digital Security (DS):</u></b> electronic precautions to guarantee safety</p> <ul style="list-style-type: none"> <li>• Correct procedures for Bring Your Own Devices</li> <li>• Develop an understanding for the need and workings of privacy settings in many contexts</li> <li>• Develop an understanding of digital footprint</li> <li>• Recognise the value of personal information which should be kept offline and that which is appropriate to publish (identity theft) <ul style="list-style-type: none"> <li>• Recognise and implement safe and secure passwords</li> </ul> </li> <li>• Understanding the unknown element of the internet - know how to look for credibility indicators in those you encounter</li> <li>• Protocols for POP-UPS etc...</li> </ul>	<p><b><u>Digital Rights &amp; Responsibilities (DRR):</u></b> those freedoms extended to everyone in a digital world</p> <ul style="list-style-type: none"> <li>• Learn correct procedures for devices</li> <li>• Respect for shared devices</li> <li>• Respect for other's work on server</li> <li>• Refer to User Agreement</li> <li>• Refer to Digital Citizen Safety Action Flow Chart</li> </ul>	<p><b><u>Digital Health and Wellness(DHW):</u></b> physical and psychological wellbeing in a digital technology world</p> <ul style="list-style-type: none"> <li>• Use of technology that supports health and wellness rather than jeopardizing</li> <li>• Exploration of the impact use of digital technology has on the health and wellbeing of individuals</li> <li>• Explore the importance of balance between digital and face-to-face communication</li> <li>• Cybersafety – how to be a good bystander, how does our personal learning translate into our digital practice</li> <li>• Explore the 'reality' of online contexts and the implications of these for personal life (eg. Avatars)</li> <li>• Know who to approach when in need of support for digital technology related issues – technology or socially based</li> </ul>
<p><b><u>Digital Communication (DCo):</u></b> electronic exchange of information</p> <ul style="list-style-type: none"> <li>• Provide opportunities for students to collaborate and communicate digitally</li> <li>• Appropriate use of language and text.</li> </ul>	<p><b><u>Digital Etiquette (DE):</u></b> electronic standards of conduct and procedure</p> <ul style="list-style-type: none"> <li>• Provide opportunities for students to collaborate and communicate digitally</li> <li>• Develop an understanding of public and personal spaces and the implications for this</li> <li>• Recognise the rights of others online in how you treat and your actions towards others</li> <li>• Develop an understanding of appropriate digital use at school and home</li> <li>• Make a clear link to Australian Values Education and refer to being a CITIZEN online</li> </ul>	<p><b><u>Digital Literacy(DLi):</u></b> process of teaching and learning about technology and the use of technology</p> <ul style="list-style-type: none"> <li>• Refinement of skills for searching and exploring information on the internet, recognition of reliable websites</li> <li>• Use of specific apps and websites for supporting learning</li> <li>• Exploration of the orientation of websites for specific purposes</li> <li>• Develop an understanding of digital footprint</li> </ul>

**Digital Access (DA):****full electronic participation in society**

- Use a range of technology to support specific needs and the development of individuals
- Expose and use the terminology of digital technology
- Explore the concept that everyone has the right to access and what this may mean in our homes and beyond our community
- Design and run parent workshops about use of technology (older students)

**Digital Commerce (DC):****electronic buying and selling of goods**

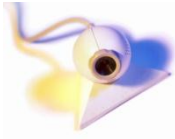
- Awareness and use of copyright laws and use of creative commons
- Explore the purpose, responsibilities and consequences for buying and selling items online
- Explore the situations when access is free or comes at a cost, look for hidden charges
- Explore online currency or token economies and the implications this has for \$

**Digital Law (DLa):****electronic responsibility for actions and deeds guarantee safety**

- Learn about school rules for the use of digital technology and the consequences for inappropriate use
- Awareness and use of copyright laws and use of creative commons
- Develop a capacity for referencing online content

## Appendix #2

# St Leonard's Primary School



This document is comprised of this cover page and four sections:

**Section A: Introduction**

**Section B: Cybersafety Rules Students**

**Section C: Cybersafety Use Agreement Form.**

**Section D: Student Photograph Permission Form**



### Instructions for parents\*

Please read each section very carefully. If there are any points you would like to discuss with the school, please do as soon as possible.

1. Please discuss the cybersafety rules with your child/ren.
2. Sign the Use Agreement Form (Section C) and return that section to the school.
3. Sign the Photograph Permission Form (Section D) and return that section to the school.
4. Please keep Sections A and B at home for future reference.

### ***Important terms used in this document:***

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies.'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

## INTRODUCTION

The measures to ensure the cybersafety of St Leonard's students outlined in this document are based on our core values. St Leonard's School is committed to providing equal access to quality educational experiences for its students and to the provisions of current teaching resources to all teaching staff. Our aim is to offer educational experiences that develop creativity, initiative and a love of learning and to allow students to make a contribution to their world. We recognise the place of technology in the future world of our students and their need to be able to access these technologies and take advantage of the opportunities they provide.

The school's computer network, Internet access facilities, computers and other school Information and Communication Technology (ICT) equipment/devices bring great benefits to the teaching and learning programmes at St Leonard's and to the effective operation of the school.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is used on *or* off the school site.

Internet access is also screened by the Catholic Education Office Melbourne, through **Information & Communication Technology** tools such as CECV GAFE or Zscaler, which aims to ensure that inappropriate sites are avoided. Web 2.0 data such as Google Apps for Education (GAFE) is stored in online cloud formats which may be backed up in multiple global secure locations. St Leonard's Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

All use of School Web 2.0 tools including Google Apps for Education and Web/Video Conferencing must be used in accordance with the St Leonard's Cybersafety Use Agreement and ICT Policy, even if students do the work from devices outside of school. Students using School Web 2.0 tools will treat these tools as a classroom space.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Cybersafety practices are in place and constantly evolving here at St Leonard's. To assist us to enhance learning through the safe use of ICT we ask you to read this document carefully, discuss it with your child/ren and sign the attached Cybersafety Use Agreement Form.



## ***RULES TO HELP KEEP ST LEONARD'S STUDENTS CYBERSAFE***

*Parents play an important role in developing knowledge, understanding and ethics around their child's safety and cybersafety. Please discuss these rules with your child/ren so that they understand what it means to be a safe and responsible user of ICT.*

1. I agree to safely using the school ICT equipment after my parents and I have discussed these rules and my signed Use Agreement Form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, social media, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else or the school itself, even if it is meant as a 'joke'.
8. I understand that there are laws surrounding technology use and that there are legal consequences for breaking them.
9. I understand that it is against the law for me to have a Social Media account that has age restrictions that are pertinent to me.
10. While at school, I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing
  - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
11. If I find anything I know is not acceptable at our school on any ICT equipment, I will:
  - Not show others
  - Turn off the screen and
  - Get a teacher straight away.
12. I understand that I must not download, subscribe to or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
13. I will not connect any ICT equipment/device (such as a USB drive, iPad, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.
14. The school cybersafety rules apply to **any** ICT equipment/devices brought to school from home like a mobile phone, USB drive.
15. I will always ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved. Personal information includes any of the following:
  - **Name**
  - **Address**
  - **Email address**
  - **Phone numbers**
  - **Photos, recording or videoing someone**
16. I will respect all school ICT and will treat all ICT equipment/devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems or changing any settings
  - Not attempting to gain unauthorised access to any system
  - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
  - Reporting any breakages/damage to a staff member.

I understand that if I break any of the above rules, consequences may include the loss of network access and/or internet access for a period of time, as determined by the School. The school may also need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.



## SECTION C

### ST LEONARD'S CYBERSAFETY USE AGREEMENT FORM

1. Parents please read this page carefully to check that you understand your responsibilities under this agreement. By signing this Cybersafety Use Agreement you are also bound by this agreement when using or assisting to use any ICT equipment/devices at St Leonard's School or on any school related activities.
2. Parents and students (in Year 1-6) sign the appropriate section on this form.
3. Detach and return only the bottom section to the school.
4. Keep the document for future reference.

#### I understand that St Leonard's will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.

#### My responsibilities include:

- Reading this Cybersafety Use Agreement document.
- Discussing the information with my child and explain why it is important.
- Returning the signed agreement to the school.
- Supporting the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT
- I acknowledge that I am aware of the current legal restrictions for all social media sites that preclude children under the age of 13 holding such an account.

By accepting this school policy you are giving permission for your child to use online tools approved and supervised by their class teacher including, but not limited to: Google Apps for Education, Blogs and Google Sites.

Throughout the year students may also have access to third party apps (ie an online video editing tool) that require parental permission. My signature below gives my consent to allow my child to use these third party apps at school.

Please detach and return the below section to school. **Note:** A Cybersafety Use Agreement Form must be signed for each child. Extra forms are available on the next page.



### St Leonard's Primary School Cybersafety Use Agreement Form

We have read this Cybersafety Use Agreement carefully and understand the significance of the rules and agree to abide by these rules. We are aware of the school's initiatives to maintain a cybersafe learning environment.

Name of student: ..... Grade: .....

Student's signature: ..... Date: .....

Name of parent: .....

Parent's signature: ..... Date: .....

Please note: This agreement will remain in force for the current school year. If it becomes necessary to add/amend any information or rule parents will be advised.



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Name of student: ..... Grade: .....

Student's signature: ..... Date: .....

Name of parent: .....

Parent's signature: ..... Date: .....

Please note: This agreement will remain in force for the current school year. If it becomes necessary to add/amend any information or rule parents will be advised.

## ***ST LEONARD'S STUDENT PHOTOGRAPH PERMISSION FORM***

I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I acknowledge that my child may use Educational Web 2.0 tools such as Google Apps for Education and Web/Video conferencing as part of their school work I understand that use of children's surnames or personal details be will be avoided except in newsletters. I acknowledge that a photograph of my child may be used without acknowledgment, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations of the school, Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV).

Photographs will be taken for school purposes only. For example: blogs, school website, class activities, school assemblies, camps, excursions, school newsletter, etc. These photographs may be printed and displayed in various parts of the school at any time. (i.e. classrooms and passageways).

I give permission for my child to be photographed by still or video camera and audio recordings whilst attending St Leonard's Primary School either individually or in groups.

(Note: If you do not wish your child's image or work to be published in this way please notify the Principal in writing of this matter).

**Name of child:** ..... **Grade:** .....

**Name of parent** .....

**Signature of parent** .....

**Date:** .....

Please note: This agreement will remain in force until a new one is issued.

**PLEASE RETURN THIS SECTION TO YOUR CHILD'S CLASSROOM TEACHER**