



## Digital Technologies Guidelines

- Online Use,
- Student Images, and
- Use of Non Print Text

These guidelines are informed by the following DOE Policies and are inclusive of:

- **Telecommunications Use**, effective August 2003
- **Information Communication Technologies Security Policy and Procedures**, effective August 2015
- **Child Protection Policy**, effective April 2009
- **Students Online Policy**, effective October 2014
- **Student Online Guidelines**, effective October 2014

*\*\*It is important to note that policies are changed from time to time and it is important to use the above links to access the most up to date policy.*

### Rationale

Access to Internet services at Coolbinia Primary School is provided to support and extend learning activities and experiences. Primarily, the use of the Internet is for curriculum purposes and the transfer of information relevant to the goals of the school. Students and staff should take personal responsibility for ensuring that what they access on the internet is consistent with the philosophy of the school and Department of Education policies.

### Outcomes

Students and Learning – the student will:

- Explore the use of the digital technologies to locate, analyse, present and communicate information to create knowledge and insight.
- Develop confidence and skill in the use of the digital technologies as information sources and communication tools.
- Develop an interest in the application and use of the digital technologies across the curriculum.
- Develop an understanding of the ethical issues associated with the use of digital technologies.

Teachers and Teaching – the teachers will:

- Develop confidence, skills and an improved understanding in the use of the internet to enhance their teaching.

## Guidelines

- Online access will be available through all Classrooms, the Computer Laboratory and the Library Resource Centre.
- All student access will be ***closely supervised by a teacher***. No student is to access the internet without teacher knowledge and presence;
- Students in Yrs 3-6 will, together with their parent/guardian, sign an Acceptable Use Agreement. This allows them to search WWW for sites of educational value. Students must plan searches prior to going online so that search results are optimised;
- Students in Yrs K-2 will only access WWW sites determined by the teacher. All internet access (including emails) is to be closely supervised;
- Web based e mail (eg Hotmail), online games and chat, or instant messaging services, are not permitted to be accessed using the school network;
- Training is to be made available to teachers as required.
- Students are to treat all school property with respect.

## DEPARTMENT ONLINE POLICY

The Department of Education (the Department) provides online services to students in public schools for learning-related activities and strives to protect students from exposure to inappropriate online material and activities.

### Parents/Guardians

- Students will be granted online services after they have returned a signed *Acceptable Usage Agreement*.
- Action will be taken in accordance with the The Coolbinia Primary School Behaviour Management Plan where there is alleged misuse of online services or breach of acceptable use.
- The Department's online services are provided to assist students in their education.

### Teachers

- Only grant access to Department online services after a signed *Acceptable Usage Agreement has been received*.
- Issue and maintain student passwords in a confident manner
- Educate students on the risks associated with online activities (consistent with the Coolbinia Primary School ICT Policy 2014 – 2016)
- Supervise students when using the internet
- Follow the Coolbinia Primary School Behaviour Management Policy when there is alleged misuse of online services or breach of acceptable use.

## **DEPARTMENT NON-PRINT TEXTS POLICY**

Non-print texts such as films, videos, television programs, CD-ROMs, DVDs, MP4s, computer games and other electronic texts produced by computers are important aspects of the curriculum in all learning areas at Coolbinia Primary School.

### **Parents**

- Should have complete confidence that their children can view material classified G
- Will be informed G rated material may be used in the classroom throughout the year.
- Should receive notification and permission granted prior to PG material being shown to students.
- It is not against the law to show M rated material to students under 15, however parent permission is required.

### **Teachers**

- Make decisions about what to show or use based on their professional judgment, their educational goals and the students' development, but also on parental or guardian advise and the legal requirements of the *Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996*.
- Need to clearly establish the curriculum purpose and educational benefits for the use of non-print texts and address duty of care responsibilities
- Obtain parental permission when there is any doubt as to the suitability of a non-print text or when students are under the recommended age
- Parents need to be informed before G rated material is used in the classroom.
- Parents should receive notification and permission granted prior to PG material being shown to students.
- It is not against the law to show M rated material to students under 15, however parent permission is required.
- Texts rated MA 15, R 18+, X18+, RC are legally restricted and cannot be shown to students in a Primary School under any circumstances.

## **DEPARTMENT USE OF STUDENT IMAGES (taken from Student Online Guidelines Document)**

### **Parents:**

- Will give permission prior to student work or images being published
- Can revoke permission at any time by requesting this in writing to the principal

### **Teachers:**

- Will refrain from publishing student images or any student-identifying information on the Internet (for example, surnames), and if such publication is necessary, limit the amount of time the information is online as much as possible;

- Confirm that any material planned for publication on the Internet or Intranets has the approval of the principal and has appropriate copyright and privacy clearance (refer to the *Intellectual Property Policy* and *Copyright for Schools Guidelines*;
- Confirm that permission to publish work or images of students has been received
- Use group photos only with subjects in regular school uniform or day clothing when publishing on the Department's Intranet or Internet: photographs of single students (except where receiving an award or similar), and of students in swimming costumes or similar clothing, should be avoided (this applies to images in school newsletters, school handbooks etc); and
- Will use Connect to share student images and work samples.
- Use a school camera for taking student photographs, rather than staff personal cameras, phones or other devices.

**Reviewed in 2016**

**Due for Revision in 2018**