



Holy Saviour Primary School Digital Technology and eSmart Policy

Policy Statement

Digital Technology focuses on providing students with the tools, knowledge and skills to enhance their learning and to enrich their learning environment. All students and staff will use digital technologies as a routine part of classroom activities across the curriculum and will develop an understanding of the implications of the use of digital technologies and their social and ethical responsibilities as users of digital technologies. This policy also supports our implementation of eSmart across the school and school community.

Rationale

At Holy Saviour, we encourage knowledge, skills and behaviours that enable students to:

- develop their thinking and learning skills
- explore productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- communicate locally and globally to solve problems and share knowledge
- develop safe, ethical and respectful communications and collaboration with known and unknown audiences

The Victorian Curriculum Digital Technologies domain provides a framework for students to learn how to use digital technologies to create innovative solutions that meet current and future needs. In Digital Technologies, students use computational thinking and information systems to analyse, design and develop digital solutions.

What is Covered

This policy covers both equipment and networks used at the school.

Devices (Equipment)

Devices includes school issued and personal electronic equipment taken and used at school such as:

- Chromebooks
- Mobile phones
- iPads and Tablets
- MacBooks, Laptops, Notebooks, Desktops
- Interactive Whiteboards / TVs, LCD Screens, Projectors
- Peripheral devices, such as Printers, Scanners, Microphones, Headphones
- Any Other Connected Device

Network

Network includes all connections made by the devices including:

- Local Area Networks (Intranet)
- Wide Area Networks (Internet)
- Mobile Broadband Hotspots
- Mobile Broadband Networks (3G / 4G)

The Policy

When using the Equipment and Networks, all users are expected to be:

1. *Responsible* – users will not do anything that violates the law or school rules
2. *Respectful* – users will look after the equipment and care about other users
3. *Effective* – users will use the equipment to support learning and development

Responsible

- All users must not use the Network to send or view illicit, fraudulent, obscene, pornographic or illegal material
- All users must not use the Network to violate copyright law and must correctly reference copyright materials
- All users must not change systems settings to school devices or networks without approval by the eLearning Leader or Principal
- All users must use the devices safely and carefully in order to not cause damage or faults

Respectful

- All users must not engage in defamation, harassment and abusive behavior
- All students, staff, parents and visitors must be respectful of the school and other students, staff, parents and visitors when online and never participate in online bullying, harassment, defamation or other abusive online behaviour, even when using home or public networks and devices
- All users should take steps to ensure that all school devices are looked after and secured when not in use and take steps to ensure that they know where their devices are at all times
- All damaged or lost equipment is to be reported to the eLearning Leader immediately
- All equipment that is taken off-site by staff will need to be covered by insurance. Students are not to take equipment off-site.

Effective

- The devices shall be used by staff and students as an integral tool for teaching and learning across all aspects of the curriculum
- The devices shall be used in conjunction with hands-on, multi-sensory experiences to capture, create, communicate, collaborate and connect with others

Implementation

The eLearning Leader, supported by the Principal and school leadership team, will be responsible for the implementation of this policy by ensuring that:

- An eLearning Plan is developed and implemented, in line with the Annual Action Plan, to provide a strategic guide for the eLearning and Digital Technologies program
- Equipment is upgraded in order to support the demands of the curriculum and all software is appropriately licensed
- Appropriate security measures are implemented and maintained
- All students will be educated in the safe use of technologies including the study of cyberbullying, personal information online, safe sites and online threats
- All students (or parents on their behalf) have signed and abide by the Acceptable Use (I Promise) Agreement
- All students who bring their own device to school abide by the BYOD Agreement
- All staff have signed and abide by the Digital Technologies Acceptable Use Agreement for Staff
- Staff participate in professional development activities related to Digital Technologies and eLearning each term.
- The eSmart team meet each term to monitor and effectively sustain the eSmart program within the school.
- All staff and students are educated and aware of appropriate reporting tools and processes regarding unwanted or illicit concerns or issues regarding ICT and the online environment.

Monitoring

- Internet filters and Logs will be used to monitor usage. The eLearning Leader, IT technician, Principal and Leadership Team have the right to oversee any activity or files on any school devices and networks.
- All traffic in and out of the school network is monitored including secure web traffic.
- Staff will model correct and safe (including OH&S) use of digital technology for learning and teaching.
- Online reporting tools will be maintained and reports will be monitored and followed up promptly by the eLearning Leader.

Parent and Visitor Expectations

- All users of school devices and networks must adhere to this policy and be Responsible and Respectful users at all times.
- All parents and visitors may have access to a guest wifi network, however internet filters and traffic logs will be used to monitor usage. The eLearning Leader, IT technician, Principal and Leadership Team have the right to oversee any activity or files on any school devices and networks.
- Parents and visitors must be respectful and never participate in online bullying, harassment, defamation or other abusive online behaviours towards the school or school community members, ***even when using home or public networks and devices***, inline with the **Holy Saviour Usage Policy for Staff and Parents**

Breaches to the Digital Technology and eSmart Policy

- All issues will be investigated by the teacher, eLearning Leader, Principal and/or Leadership Team and will be recorded. Depending on the level or severity of the issue the following people may be notified:
 - Student's Parents / Guardians
 - Catholic Education Office Melbourne
 - Victoria Police
 - Federal Police
 - Department of Health and Human Services (DHHS) (Child Protection)
- Failure to adhere to the Digital Technology and eSmart Policy and Acceptable Use (I Promise) Agreement can result in:
 - Temporary / permanent suspension from the network
 - Removal of apps/programs from the devices
 - Removal of devices
 - Signed acknowledgement of the breach according to the Breach of Acceptable Use Agreement form

Review

This policy and the attached documents are to be reviewed every two years.

Appendix

1. Additional Information for Parents:
 - a. G Suite for Education (Google Apps)
 - b. Email account and online usernames
 - c. Classroom Online Accounts
2. Additional Resources

1. Additional Information for Parents

Email Account

As part of your child's digital learning, Holy Saviour Primary School will set up an email address based on the student's first name and first two letters of their surname. All email addresses will have the suffix [@hsvs.catholic.edu.au](mailto:hsvs.catholic.edu.au). All email is hosted by G Suite for Education.

G Suite for Education (Google Apps)

G Suite for Education is a suite of free tools designed to seamlessly and securely support classroom productivity and collaboration across devices.

The services within G Suite for Education are grouped into two categories - Core Services and Additional Google Services.

More information is available at https://edu.google.com/intl/en_au/k-12-solutions/

At Holy Saviour, we will not create a G Suite account for your child without prior consent of our Parental Consent for G Suite and Additional Google Services form.

Information on their privacy policy can be found by visiting https://www.google.com.au/intl/en_au/edu/trust

Classroom Online Accounts

Seesaw

At Holy Saviour School, Seesaw is used in all classes Prep to 6.

Teachers and students will upload work, videos and photos onto Seesaw as they are happening in the classroom as a way to capture student learning. Students work will become a part of a 'class journal' that will be visible to students within the class, teachers, and the child's parent/carer.

Teachers and students can then comment on the work, providing instantaneous and relevant feedback to the student on their learning. Work that is posted on Seesaw will collate in digital folders and will become a Digital Portfolio that showcases your child's learning. You can view your child's work as it is uploaded and you can leave a positive comment if desired.

Some photos/videos of students and their work will also be added to the Class Seesaw Blog, which can be viewed by the public. The teacher has to approve and filter work, photos, videos and comments before they go on the public blog. The blog is a way of showcasing our work to a global audience and teaching students how to communicate within an online, global community.

Seesaw is available via the web or can be downloaded as an app for your smartphone or tablet. You will need an email address to set your account up. Each student and parent will only have access to his or her individual journal and cannot view, comment or post any other students work unless it has been showcased on the class blog. Your child's work via photos, videos and work samples will be stored securely via the Seesaw Content Distribution Network, within Australia.

Privacy Policy can be found here: <https://web.seesaw.me/privacy>

Care Monkey

Parents will be notified by email anytime the school sends a form – no more paper permission slips! Parents can respond easily, via PC, tablet or phone and can give their consent, update their child’s medical information and make payments for school trips.

Privacy Policy can be found here: <https://www.caremonkey.com/privacy/>

OTHER

Websites listed below are used by some classes. Students accounts are created using only their name and school email. No other personally identifiable information is used. Some student work and photos may be used in accordance with our Standard Collection Notice.

Please review all the privacy policies below.

Essential Assessment

Privacy Policy can be found here: <https://www.essentialassessment.com.au/privacy/>

PAT Testing (ACER Online Assessment and Reporting)

Privacy Policy can be found here: <https://www.acer.org/privacy>

Hapara (Workspace, Dashboard and Highlights)

At Holy Saviour School, we only use Hapara with students in grades 5 and 6.

Privacy Policy can be found here: <http://www.hapara.com/privacy-policy>

StudyLadder

Privacy Policy can be found here: <https://www.studyladder.com.au/about/privacy>

Class Dojo

Privacy Policy can be found here: <https://www.classdojo.com/privacycenter>

Epic Reading

Privacy Policy can be found here: <https://www.getepic.com/privacy>

Code.org

Privacy Policy can be found here: <https://code.org/privacy>

Literacy Planet - WordMania

Privacy Policy can be found here:

<https://www.literacyplanet.com/au/about/privacy-policy/>

2. Additional Resources

eSafety Commissioner

The Office of the eSafety Commissioner is committed to empowering all Australians to have safer, more positive experiences online. The Office was established in 2015 with a mandate to coordinate and lead the online safety efforts across government, industry and the not-for profit community.

<https://www.esafety.gov.au>

eSafety Commissioner iParent

Where parents can learn about the digital environment and how to help their child have safe and enjoyable online experiences.

<https://www.esafety.gov.au/education-resources/iparent>

eSmart Schools

The Alannah and Madeline Foundation's cybersafety and wellbeing initiative, eSmart, aims to make cybersafety a normal part of every young person's life by equipping them to use technologies in ways that protect them from the associated risks.

<https://www.esmartschools.org.au>

Bullying. No Way!

The Bullying. No Way! website for Australian schools is managed by the Safe and Supportive School Communities Working Group which has representatives from all states and territories, including the Catholic and independent schooling sectors.

<https://bullyingnoway.gov.au>

Stay Smart Online

Stay Smart Online is the Australian Government's online safety and security website, designed to help everyone understand the risks and the simple steps we can take to protect our personal and financial information online.

<https://www.staysmartonline.gov.au>

Digital Technologies Hub - Families

The Digital Technologies Hub provides learning resources and services for teachers, students, school leaders and parents. It aims to support the implementation of quality Digital Technologies programs and curriculum in schools and to support after-school activities.

<https://www.digitaltechnologieshub.edu.au/families>

Commonsense Media - Parents

Common Sense is the USA's leading nonprofit organization dedicated to improving the lives of kids and families by providing the trustworthy information, education, and independent voice they need to thrive in the 21st century.

<https://www.common sensemedia.org>