



## OUR LADY STAR OF THE SEA PRIMARY SCHOOL

# Our Lady Star of the Sea Primary School Digital Learning Policy

### INTRODUCTION

The requirement of this policy is to ensure that students use the Internet and related communications technologies appropriately, respectfully and safely.

Our Lady Star of the Sea school provides access to technological tools for the use of students and staff. These digital devices and services are educational tools and **must be used in a responsible manner**. The range of hardware, networking systems and interactive sites is constantly expanding and the scope of this policy must develop accordingly. The technologies outlined in this policy will go beyond computers and the Internet to cover increasingly sophisticated equipment, including mobile phones, digital cameras, handheld devices and communications platforms, including texting, interactive gaming and social networking.

### RATIONALE

Our Lady Star of the Sea is committed to encouraging students to use innovative technological tools to raise educational standards and promote student engagement. Students must behave in an ethical manner when using digital devices, whether school owned or student provided to access resources, communicate and interact with others.

Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. It is never acceptable to use digital devices to harass, bully or humiliate others. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

This policy informs parents, staff and students of our school's expectations when students are using the devices and services to communicate to, about, or with members of the school and wider community.

### AIM

Our aim is to develop a safe and respectful learning community that uses the Internet and related technological tools appropriately and responsibly.



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## IMPLEMENTATION

### School Website and Web Publishing

The school website is intended to provide information to the wider community about Our Lady Star of the Sea. It does not intend to expose staff and students to danger or abuse by publishing personal information about them that could be misused in any way.

The following will be implemented;

- We will protect the identity of our staff by only publishing personal information and photos if there is a valid reason and with their consent.
- We will protect the identity of our students by only publishing their photos with their parents'/carers' permission. We will not publish specific personal information that will identify specific students.
- We will nominate a staff member to keep the site updated and obtain parents'/carers' permission to include students' work and ensuring that it represents the school correctly.

### Safe Internet Use

Internet technologies are available from Foundation to Year Six and are used to enhance learning and teaching. 21<sup>st</sup> Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Please note that it is illegal for students under the age of 13 to use social networking sites such as Facebook, Instagram or Snapchat. The school cannot condone or recommend that students under the age of 13 use social network sites.

Parents are advised to supervise their children's Internet use and regularly check what websites and applications they are using.

At Our Lady Star of the Sea we:

- Provide a filtered Internet service.
- Provide access and model appropriate use within Google Apps For Education – the Diocese of Sale Catholic Education Office's secure learning environment.
- Provide access and model appropriate use within Google Classroom and SeeSaw

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- Provide supervision and direction in online activities when using digital technologies for learning
- Support students in developing digital literacy skills
- Support students to report material on the internet or contained in emails that make them feel uncomfortable or unsafe
- Support students to validate information before accepting that it is necessarily accurate.
- Support students to acknowledge sources of material used in their work.
- Have a cyber safety program, which is reinforced across the school.
- Provide support to parents/carers through the Digital Technologies Acceptable Use agreement, information evenings and regular newsletter articles.
- Do not allow students to access internet services unless they and their parents have signed the Digital Technologies Acceptable Use Agreement

### **Mobile Phones, digital cameras, iPads and other new devices**

New devices and applications are being developed all the time. New applications need to be thoroughly tested and investigated before students are given access to them at school.

At Our Lady Star of the Sea we:

- Ensure photos/videos taken on devices will be for educational purposes only and will be uploaded to the server and deleted from the device in a timely manner, including those owned by staff members.
- Do not allow students to use devices to access unauthorised social networking sites.
- Do not allow students to use devices for inter-learner communication (email, texting, messaging or telephoning) at any time, unless authorised by the teacher for educational purposes only.

### **Response to Breaches of this policy**

Adherence to this policy will ensure a positive, supportive and productive learning environment for all. Where the Digital Learning Policy and Digital Learning Acceptable Use Agreement are breached, an appropriate response will be made by the school and may include, but not be limited to, any of the following;

- Restricted use of the technology
- Loss or suspension of access to the school network, resources, internet and facilities
- Reporting incidents to the relevant government agencies.

### **EVALUATION**

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



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