1. BASIC BELIEFS

1.1. Digital devices are integral educational and communication tools. Within our classrooms, these devices are used in both planned and spontaneous learning activities, as naturally as any other learning resource or stationery item.

1.2. It is a fundamental role of the school to teach our students responsible and safe use of digital technology.

2. POLICY

2.1. Students will be encouraged to use the technology responsibly and to develop personal responsibility for the care and protection of any digital device.

3. DEFINITIONS

DEECD Department of Education and Early Childhood Development

Digital Devices Include but are not limited to mobile phones, iPhones, Smart Phones, iPods, MP3 players, memory sticks, computers, laptops, iPads, cameras, hand held electronic games and any similar devices

4. GUIDELINES

4.1. Mobile phones are not to be used by students during school hours. Students who require a mobile phone will keep their phone (turned off) in their schoolbag during school time. If students or parents need to make urgent contact the school’s phone system may be utilized.

4.2. The school will encourage students to be aware of their obligation to use digital devices in a thoughtful and socially responsible manner, including knowledge of issues such as cyber bullying, inappropriate text messaging and/or photography.

4.3. Each student is responsible for their own device and should not bring personal devices from home without the knowledge and permission of their parents.

4.4. The school does not accept responsibility for students’ personal devices that are lost or damaged and will not provide re-charging facilities. DEECD does not hold insurance nor does it accept responsibility for private property brought to school by students, staff and visitors. Students are required to mark their personal digital devices clearly with their name. Personal digital devices which are found in the school, and whose owner cannot be located, should be handed to the school office.

4.5. Use of the school network and all digital devices by students, staff and other authorised users is limited to educational, professional development, and personal usage appropriate in the school environment. To protect the integrity of the school’s servers and network, no material may be downloaded or uploaded from a USB (or similar) by students.

4.6. Any student abusing this will have their privileges withdrawn at the discretion of the Principal. The Principal may revoke a student’s privilege of bringing digital devices to school.

4.6. Appin Park Primary School has the right to monitor access, review and audit all computer use at anytime. This includes all digital devices brought on site by students.
4.7. The possession and use of digital devices will be restricted during school time and not permitted on certain supervised school activities such as sleepovers, camps and excursions where student independence and social development are being encouraged.

4.8. Students misusing any digital devices at school e.g. cyber bullying, inappropriate texting and/or photos and images, or attempting to hack/intrude into the school network will be brought to the attention of the Principal. Such inappropriate use will result in disciplinary actions and parents and/or the Police will be notified.

4.9. At the commencement of each new school year every student will be given a copy of the Computer Safety Guidelines with an agreement to be signed by both student and their parent/guardian in acceptance of the terms of use within our school.

5. RELATED DOCUMENTS

5.1. All uses and activities related to digital devices will meet the DEECD guidelines for such activities (available at www.education.vic.gov.au)

5.2. Issues relating to privacy of information will be dealt with in line with the Commonwealth Privacy Act 1993.

5.3. Issues relating to student well-being and/or addressing inappropriate behaviour will be addressed in line with the APPS Student Engagement and Wellbeing Policy.

6. AUTHORISATION

6.1. The APPS Digital Citizen Policy was adopted by the APPS School Council in May 2012.

7. REVIEW

7.1. These guidelines may be varied by the Principal in consultation with the School Council should the need arise.

7.2. In addition, the APPS Digital Citizen Policy shall be reviewed every two years from date of adoption.

8. ATTACHMENTS

Appendix: Computer Safety Guidelines and Student Agreement