



ST. JOSEPH'S PRIMARY SCHOOL

WAUCHOPE

Digital Media Policy

2013

Rationale

St Joseph's School recognises that technological devices are an accepted and invaluable part of modern society.

St Joseph's School recognises that student instruction and student learning will change as other new technologies alter the way in which information may be accessed, communicated and transferred through access networks.

New technological devices provide 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.

In responding to these changes, our school supports access by students to a wide variety of technological devices together with the development, by staff, of appropriate skills to analyse and evaluate such resources. Thus it is recognised that the use of digital technologies not only comes with rights of usage, but also clearly defined responsibilities for the user.

Aims

- To improve student learning outcomes by increasing knowledge and skills.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in digital ethnicity.
- To develop skills manipulating a variety of technological devices.

Implementation

- Our school actively supports access by students to the widest variety of information available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Students and staff at our school will have censorship filtered internet and email access. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The computer co-ordinator will liaise with staff, to manage email access, web filters, and all other issues related to computer and internet access by students.
- All email accounts are password protected and users are responsible for clearing their mailboxes regularly.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the co-ordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the co-ordinator of inappropriate material shall include the removal of access rights.
- Our school devices are in place as a curriculum research and an educational tool and not for recreational or malicious use.
- Students must not use technological devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic, video or other data transfer system available on the device or for any other illegal activity. Such activities may incur disciplinary action including suspension.
- St Joseph's Primary will not accept any responsibility for any loss, theft or damage to a digital device owned by students at school.

Guidelines

- Students are responsible for good behaviour on our school network as detailed in our school's Student Code of Conduct. General school rules for student behaviour, conduct and standards of communications will apply. Individual users of our school devices are responsible for their behaviour and communications.
- Our school expects that staff will incorporate appropriate use of our technological resources in the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources.
- Our school devices and network are provided for students and teachers to conduct research and communicate with others. Access to our network services is provided to those who agree to act in a considerate and responsible manner.
- All students are expected to sign, and have signed by parents, a Code of Conduct for access to the computers and to the Internet.
- All parents are expected to sign the school digital media agreement to ensure continued enrolment of their children.

Technology User Agreement

As a student of St Joseph's Primary School, Wauchope, I understand that:

1. I must be a safe and responsible user of technology.
2. I am responsible for my actions and will report incidents of inappropriate use of technologies to a teacher.
3. I must be considerate of others by being respectful in how I communicate with them when using technology.
4. I must protect my privacy and those of other students by not giving out any personal details, including my username and password.
5. I must talk to a teacher if I feel uncomfortable or unsafe using technology.
6. I must only use the internet with the permission/supervision of an adult.
7. I must not download apps/programmes. Only the IT co-ordinator is responsible for this.
8. When using technology I must be respectful of others and ask the teacher for permission before taking /using photos, videos or audio recordings.
9. If I bring my mobile phone to school I must give it to my class teacher; my phone will then be stored in a secure cupboard in the office until the end of the day.
10. The purpose of using the Internet and digital technologies at St Joseph's is strictly educational and that inappropriate use or misbehaviour will suspend or cancel my privileges.

I understand and agree to the Technology User Agreement. Furthermore, I understand that my access to the Internet and digital technologies at school will be renegotiated if I do not act responsibly.

I/We have read the User Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I/We understand that any breach of these conditions will result in Internet and digital technology access privileges being suspended or revoked.

This User Agreement applies to the following student:

FAMILY NAME _____

Student's Name: _____ **Class:** _____

As the Parent/Carer I have discussed with my child the Digital Media Policy, iPad User Agreement and Technology User Agreement.

Parent/Carer Signature: _____ **Date:** _____