

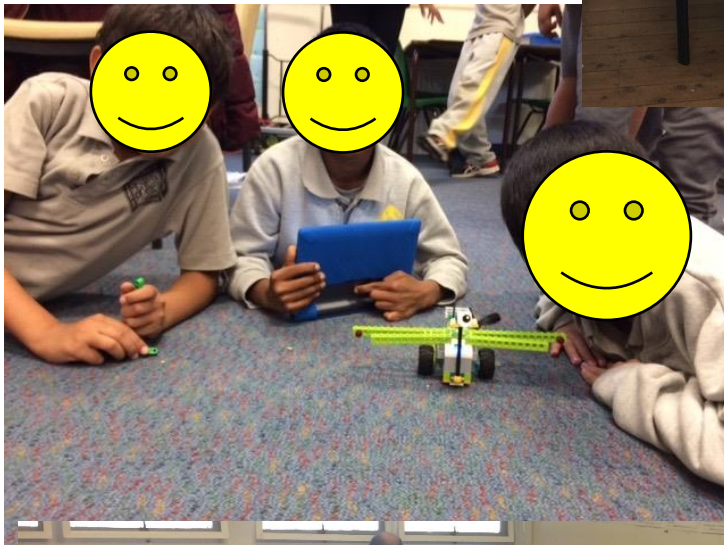
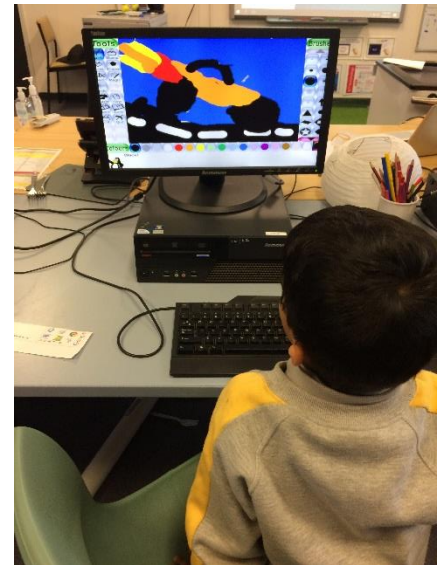
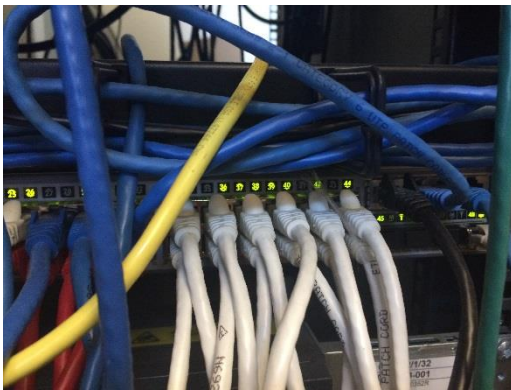


DARCY ROAD PUBLIC SCHOOL
WE STRIVE



Education
Public Schools

Darcy Road Public School Technology, Social Media and Social Network Policy





Technology and Social Media Policy 2017-2019

Related Department Policy

Student Bring Your Own Device (BYOD) Guidelines

Communication Devices and associated services Guidelines

Social Media Policy Implementation Procedures

Rationale

Future focused technology is a powerful tool, which can empower students to collaborate, create and share their learning. Students, teachers and parents engage and interact with technology in a variety of contexts, and across a variety of platforms. Students, teachers and parents should endeavour to apply our school values of *respect, responsible, caring, safe and honest* to their use of technology. The implementation of a Technology and Social Media policy will allow students, teachers and parents to engage with technology in a positive and meaningful way.

Policy Statement

Expectations from staff, students and parents are dependent on the context of the interaction or device. Darcy Road Public School has access to a variety of technology, including but not limited to, Interactive white boards, phones (mobile and landline), projectors, desktop computers (both student and teacher), netbooks and iPad tablet devices. These devices can include any of the above listed, and may be referred to as Technology throughout the policy document. Furthermore, Technology can broadly refer to any device which can send or receive information or messages. This can include, but is not limited to, mobile phones, smart watches, ebooks and tablets.

Expectations for Students

Technology in a classroom context (including computer labs, Digital Technology Lab & BYOD Contexts)

- Students will use Technology (as described in the Policy Statement) throughout the day, and at the discretion of the teacher.
- Students will use Technology in a manner which aligns with the school PBL Welfare Behaviour Matrix, at the discretion of the teacher.
- Students are not to bring any Technology (including mobile phones, tablets or laptops) without the knowledge of a parent or caregiver, school and teacher (See Technology BYOD below). Students will need to provide the teacher with a signed BYOD agreement prior to bringing their device to school. Devices will be stored in a teacher store room and returned to students at the end of the school day.
- Social Media is any platform which allows the transmission of photos and comments to its users. Social Networking is any platform which allows interactions ('chat') between its users. Social media and social networking in the classroom context can include, but is not limited to, Facebook, Twitter, Edmodo, Snapchat, WhatsApp, Viber, See Saw, Class Dojo, Google Classroom, Instagram and Weebly.



Expectations of students

Students at Darcy Road Public School engage with technology in a variety of contexts.

Student expectations when using any technology (School or personal device) are outlined below.

- Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the department, its Information Technology Directorate or the school. Students are not to bypass any department network security features. This includes using their own password and not using the password of other students.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member.
- Students must not use the department's network services to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature. Such use may result in disciplinary and/or legal action.
- Students and their parents/caregivers must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- Students are to use social media and social networking only with express and explicit instruction by the classroom teacher. Students are not to use social media or social networking platforms to harass, attack, belittle or use in an inappropriate manner.
- Students are to take care with personal and school devices. If a student damages a device (school or personal) with malicious intent, a parent meeting will occur with executive and principal.



Expectations of Student: Bring Your Own Device (with reference to **STUDENT BRING YOUR OWN DEVICE (BYOD) GUIDELINES** department policy).

- Students and their parents/caregivers must complete and return a signed BYOD Student Agreement prior to participation in BYOD. This includes student mobile phones, smart watches or any device that can transmit or receive information.
- Students will hand devices to the class teacher to be secured during the day. The teacher will allow access to devices as the need arises (for example for a specific lesson or activity). Devices will be returned at the end of the school day.
- Internet access through the department's Wi-Fi network will be provided on departmental sites at no cost to students who are enrolled in NSW public schools. Students must comply with departmental and school policies concerning the use of devices at school while connected to the department's Wi-Fi network.
- Students will have access to school resources such as collaboration drives, but will not have access to printers. Teachers can use 'collaboration' drives and/or cloud based department supported platforms (Google Suite) to print student work as the need arises.
- Where a school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the teacher, executive members or principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school, or bring a charger to the school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
- Students are responsible for securing and protecting their device as per school requirements, and while travelling to and from school. This includes protective/carry cases and exercising safe and responsible behaviors when storing the device.
- Students should clearly label their device for identification purposes. Labels should not be easily removable.
- Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.
- Students are not to send or receive messages (including social networking applications such as Snapchat) during school hours. Students are to contact parents or care givers via the school office.
- If a student does not comply with the expectations as outlined above, their right to bring their own device may be revoked. A parent meeting will be organised.



Expectations for Teachers & Staff

Teachers and staff at Darcy Road Public School will ensure they uphold school and Department Policy.

- Teachers are able to provide students time (as timetabled by the school) in the computer lab to allow student time to develop computer and typing skills.
- Teachers are expected to retain a copy of the BYOD Student Agreement in print or electronic form and it should be kept on file with the student record.
- Teachers are to collect student devices and store in their store room at the beginning of the day. Teachers can bring out BYOD devices as needed. Teachers are to return devices at the end of the school day in a safe and appropriate manner.
- When applicable, students are required to integrate multimodal texts and digital technology as per Syllabus requirements. Teachers can seek support from executive members if they require additional support to implement multimodal texts and digital technology.
- Teachers are expected to follow school PBL Behaviour Matrix in regards to respectful and ethical behaviours online.
- Teachers are expected to model appropriate and ethical behaviours, including acknowledging where programs or ideas are sourced. Teachers are encouraged to respect the collaborative nature of planning and programming, and be mindful when sharing collaborative resource.
- Teachers are expected to monitor students' online interactions where possible, and model ethical online behaviours. This includes confidential student passwords.
- When teachers are using school approved social media and social networking platforms, they need to ensure comments and photos are moderated. (School approved platforms includes department provided G Suite (Google Classroom, G Sites, G Blogger)).
- When communicating with parents via school approved social media and social networking platforms, teachers are asked to use formal and respectful language.
- Teachers are to uphold Department policy in regards to Social Media (See Social Media Implementation Policy and Code of Conduct).
- Where appropriate, teachers are to respond to parents' online communication in an appropriate and timely manner, modelling respectful and ethical online interactions. Teachers can communicate to parents in a mode which they feel appropriate, and can include phone call or email. Teachers are not required to respond outside of work hours (8.30am-4pm Monday – Friday). Where possible, teachers will respond in a timely manner (of up to two working days).
- Where a school has reasonable grounds to suspect that a device contains data which breaches the expectations (as listed above), the teacher, executive members or principal may confiscate the device for the purpose of confirming the existence of the material.



Expectations for Parents & Carers

Parents and carers of students at Darcy Road Public School are encouraged to model appropriate use of Technology and Social Media towards children, staff and other members of the Darcy Road Public School community.

- By accepting the terms of the BYOD Student Agreement, parents/caregivers acknowledge that their child:
 - agrees to comply with the conditions of the school's BYOD policy; and
 - understands that noncompliance may result in disciplinary action.
- Insurance is the responsibility of parents/caregivers and students.
- Parents and students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- Parents and Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to school, or bring a charger to the school. Schools are not responsible for (or restricted from) providing facilities for students to charge their devices.
- Parents and Students are responsible for securing and protecting their device as per school requirements, and while travelling to and from school. This includes protective/carry cases and exercising common sense when storing the device.
- Parents and Students should clearly label their device for identification purposes. Labels should not be easily removable.
- Parents and Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and in coverage.
- Parents are encouraged to model respectful and ethical behaviours when communicating with other parents and caregivers, staff and students online (including but not limited to emails, social networking platforms such as viber, whatsapp, class Dojo, Edmodo etc).
- Parents understand that devices sent to school are the responsibility of the student. While teachers will endeavor to secure devices, the school is not responsible for damage or theft. If an item is stolen, normal school procedures regarding student theft will occur.
- Parents and caregivers will contact the school office if they need to contact their child. Parents are asked to follow normal school routine to ensure students are not sending or receiving messages during school hours.
- Parents will support the school policy, and ensure that their children follow the agreed policy.
- If there is a problem, parents are encouraged to discuss with their class teacher, or a member of the executive team.



Expectations for Principal

The principal will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the department's policies and NSW privacy and other legislation.

Where a school has reasonable grounds to suspect that a device (school or personal) contains data which breaches the BYOD Student Agreement, the principal may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the school's BYOD policy will be determined by the principal in accordance with relevant Department policies and procedures and accepted school practice.

The principal will become involved in cases of cyber bullying.

The principal reserves the right to remove comments deemed inappropriate or disrespectful from social media and social networking platforms associated with Darcy Road Public School.

For advice on theft or damage of students' personal devices, schools should refer to the Legal Issue bulletins below:

- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin35.pdf>
- <https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalissuesbul/bulletin8.pdf>



Misuse of Technology or Social Media

Expectations for Students

- Students bring their devices onto the school site at their own risk.
- In cases of malicious damage or theft of school device or another student's device, existing school processes for damage to school or another student's property apply. Executive or Principal will become involved. A parent meeting will occur.
- If a student does not comply with school expectations, their device may be confiscated and returned at the end of the school day. Parents may be contacted by the class teachers or members of executive.
- If a student displays repeated disrespect or misuse of a device (school or personal) or any incidents of cyber bullying occur, the students' right to use or bring their device may be revoked and a parent meeting will occur.

Expectations for Teachers & Staff

- Teachers and staff at Darcy Road Public School will ensure that they actively monitor student online interactions, including on class social networking and social media platforms.
- Teachers will model ethical and safe online practices, including cyber safety. Teachers can refer to the school PBL matrix for guidance.
- Teachers are encouraged to discuss with a supervisor or executive member of staff if they need support to implement or monitor student interactions.
- If teachers witness or find a student is misusing a device (school or personal) or is involved in cyber bullying, where possible, the teacher should take a screen shot or photo as evidence and advise the stage supervisor immediately.

Expectations for Parents & Carers

- Parents and caregivers at Darcy Road Public School are asked to actively monitor student online interactions. If they find students are acting inappropriately, they are asked to report this immediately to the school principal.
- Parents and caregivers are asked to model ethical and safe online practices, including cyber safety.
- Parents can access additional information at <https://www.esafety.gov.au/>.

Expectations for Principal

- The Principal of Darcy Road Public School will support and monitor that all parents, caregivers, teachers, staff and students adhere to the above policy.
- The Principal will ensure that they model safe, ethical and respectful online interactions, and intervene, provide support and consequences when necessary.