

## Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Department management and the associated Guidelines published and amended by the Department from time to time.

## Purpose

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

## Scope

This policy applies to all students at Hamilton North Primary School. Staff use of technology is governed by the Department's *Acceptable Use Policy*.

## Definitions

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio or video.

## Vision for digital technology at our school

- 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
- All students and staff at our school will have censorship-filtered internet and email access for staff. All staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected
- An ICT leader will be appointed, who will liaise with the Principal, staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students
- The school undertakes measures (eg: use supervised by staff and classroom learning agreements) to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency
- Guidelines on access rights will be defined for different user levels.  
(<https://www.education.vic.gov.au/school/teachers/teachingresources/digital/Pages/safety.aspx>)  
Restricted access shall be available to guest users for specific purposes only (eg: DET employees and Parents' Club).

- 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 technician of any inappropriate material so that access can be blocked
- Consequences of publishing, accessing or failing to notify the technician of inappropriate material shall include the removal of access rights
- Signed parent and student consent (see Acceptable User Agreement) is required to be completed in order to gain access to the internet, or to publish work through SeeSaw which can include photos or videos
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing
- Make use of the application Seesaw as a digital portfolio and communication tool between school and home (school-wide use).
- The school discourages students from bringing mobile phones to school. Parents wishing their child to bring a mobile phone to school need to seek permission from the principal.
- Any mobile phone brought to school must be handed in to the class teacher or administration office at the start of each day and collected at the end of the school day. Failure to do so may lead to the device being confiscated with a parent asked to collect it from the principal's office.

## **SOCIAL MEDIA**

### **Purpose**

Hamilton North Primary School has a Facebook account and an Instagram account that are to be used for the following purposes only:

- As a means of promoting the school.
- To acknowledge and celebrate student achievement

It is important to note that the Hamilton North Primary School social media accounts are **not** platforms for questions/queries about school operational matters. These should be directed through school email, Seesaw or telephone.

### **Conditions**

Social media use must in all cases comply with relevant legislation and Department policies, including in relation to staff conduct, privacy, copyright, information security and child safety. This includes:

- ensuring that there is parent/carer consent attained before publication of any student photo or student related content. Written consent will be obtained through the normal enrolment documentation procedure.
- ensuring that material sourced or created by staff that includes non-original or third-party content copied under licences or exceptions that apply to education institutions are not visible to the public.

## Parent Comments

We welcome positive comments from parents/carers in response to the postings made by school staff members. Comments must not:

- contain abusive, discriminatory or inappropriate language or statements. This includes remarks that contain obscenities or are sexually explicit
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms. If you disagree with the content, we ask that you refrain from personal attacks or being disrespectful of others
- be posted by students
- show improper consideration for others' privacy or are considered likely to offend or provoke others.
- contain malicious intent and/or participation not in the spirit of the school's True North Values
- contain spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product
- break the law or encourage others to do so. This includes respecting copyright and fair use laws.

Hamilton North PS reserves the right to set the strength level of Facebook/Instagram profanity filter and to add additional words and names to the page's blocklist. We reserve the right to remove users or to take down the entire site at any time.

**The page administrators reserve the right to refuse or remove any comments at any time, for any reason. Repeat offenders will be blocked from posting. Any inappropriate comment should be reported to the school immediately.**

Office Use Only			
Previous Review Date			
Current Review Date		Ratified by School Council	February 2021
Scheduled Review Date	February 2024		