Technology Policy

At Queenscliff Primary School, we firmly believe in the importance of integrating technology into our teaching and learning. The purposeful use of technology offers students the opportunity to think independently and develop skills that will help them thrive in our technologically advanced society, both now and in the future. By effectively incorporating digital technologies across our curriculum, students learn to collaborate, connect, create, apply knowledge, and seek timely feedback on their learning.

At Queenscliff Primary School, students in Prep to Year 2 will use iPads and students in Year 3 to 6 will have access to chromebooks. These devices will be provided by the school and managed by our IT Department. Chromebooks are laptops that run on the Chrome Operating System and are designed to be used primarily while connected to the Internet, with most applications and documents stored in the cloud. Chromebooks and iPads enable our teachers and students to focus on learning and collaborate on various learning activities. Chromebooks and iPads will be used during the school day and will remain on the school premises. Students will be able to access and work on their documents at home through their Google Classroom accounts. They can sign into their Queenscliff Primary School Google Accounts on any device in their home environment to access their learning materials online.

The knowledge and confidence to navigate and use these technologies safely whilst developing digital literacy is a critical component of QPS programs. Digital citizenship sessions are delivered to all classes through the Digital Technologies and Digital Literacy curriculum. Explicit instruction aligns to our QPS school values and focuses on digital citizenship principles, cyber safety, and positive online behaviour.

Using digital technologies empowers and supports our students, however it also comes with responsibilities related to appropriate behaviour when using technology. As a requirement of device use, students and families must read and sign the Digital Technologies Acceptable Use Agreement. By signing this agreement students undertake to adhere to guidelines for using technology safely, sensibly and in a way that demonstrates digital citizenship.

There are three key parts to digital citizenship addressed in our Acceptable Use Agreement:

- **Looking after Self**
- **Looking after Others**
- **Looking after Property**

Please read and discuss the terms of the Digital Technologies Acceptable Use Agreement on the following page with your child. Students and parents are to sign the Digital Technologies Acceptable Use Agreement in order to use the iPads and chromebooks provided by the school. Students who do not follow the principles outlined in the Digital Technologies Acceptable Use Agreement will have appropriate consequences administered and parents/carers will be notified.

Digital Technologies Acceptable Use Agreement

I.. will...
[Print First and Last Name]

Looking after Self:

❖ Use technology only as teachers have instructed.

❖ Remember that the use of the school platforms is for educational purposes.

❖ Only be logged into their school account.

❖ Keep passwords secure at all times.

❖ Only visit sites that are age appropriate and are relevant to their class activities/projects.

❖ Only put information online that is appropriate, such as posting pictures that are suitable to the task, or choosing online names that are suitable and respectful.

❖ Always report to trusted adults anything that happens online that makes them feel uncomfortable or unhappy.

❖ Inform their teacher about any concerns they may have about sites they have accessed or others infringing on cyber safety guidelines.

❖ Not give anyone on the internet private information about themselves.

Looking after Others:

❖ Always be courteous, considerate and respectful of others.

❖ Show respect by not sending or forwarding unkind, inappropriate, hurtful or inflammatory images, comments or messages to others.

❖ Never use obscene, racist, discriminatory or derogatory language.

❖ Refrain from getting involved in conversations that are unkind, mean or bullying.

❖ Avoid distracting others with technology during learning.

❖ Show integrity by not invading others' privacy; such as using another student's login, recording others or taking pictures without their permission.

❖ Be an upstander by reporting any conversations they see which are unkind, mean or bullying.

Looking after Property:

❖ Respect all technologies equipment, use appropriately and only use as teachers have instructed.

❖ Take care to keep their devices away from damage. For example liquid, food or heat.

❖ Carry their device safely when moving around the school, between classes or within the classroom.

❖ Ensure their device is plugged in to be charged each afternoon, ready for use each day.

Student and Parent Signature

By signing this agreement, I undertake to adhere to Queenscliff School Values whilst online. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failure to follow these will have consequences.

Student Name:... Year Level: ....

Student Signature:... Date:............................

Parent/Guardian Signature: .... Date: ....

For further support with online issues or concerns, students can call Kids Helpline on 1800 55 1800. Parents/ Guardians may access Parent Line 132 289 or visit www.esafety.gov.au for further advice and information about online safety and effective digital citizenship practices.