

BELMONT PRIMARY SCHOOL

DIGITAL MEDIA POLICY

(including the use of Mobile Phones)



This policy includes, but is not limited to, the use of; iPad, iPod, iPhone, Notebook, Teacher Notebook, Desktop, Personal Devices such as Watches & Mobile Phones.

RATIONALE

In an ever changing world, it is imperative that students and staff are offered the opportunity to incorporate digital technologies as part of their teaching and learning environment. These technologies will enable an increase in collaboration and sharing of experiences with fellow students, and also develop skills and knowledge that will prepare them for the future.

AIM

To ensure delivery of safe and engaging learning opportunities while students learn to express themselves and create content responsibly.

IMPLEMENTATION

This document details many overarching behaviours that support safe and responsible usage of digital media and associated devices both school and home supplied. It has been written to encompass other documents that support this policy including:

- *Student Engagement Policy*
- *Acceptable User Agreement / User Responsibility Guidelines*
- *Consequence Document*
- *Cyber Safety Policy*

EXPECTATIONS

Digital Etiquette

The following is a list of the expectations students and staff are to understand and accept when using electronic devices at school or for school purposes.

Staff:

- Will ensure that all usage will adhere to professional guidelines as described by the Education Department.
- Will model respectful and appropriate use at all times.
- Will ensure that all media presented is acceptable and appropriate for the class.
- Will monitor student use of all Digital Media.

Students

- Will follow all directions by teachers when to using any digital device.
- Will be respectful in their use of any device where it may affect other users, for example; volume, brightness, placement on desk etc.
- Will use appropriate manners when communicating electronically.
- Will never engage in acts of cyber-bullying or network vandalism.

Consequences

If a student is found to have breached these acceptable use guidelines or expectations a consequence will apply. Consequences applied will be a measured response appropriate to the severity or form of the breach. These are spelled out in school's *Consequence Document*.

Acceptable Use Agreement

All students and parents are required to sign an acceptable use agreement, stating that they are aware of the appropriate use of all Digital Media and the consequences for misuse. Devices may not be used until this agreement is on file with the school office. *Please refer to the attached Acceptable User Document.*

Digital Access and Use

Full electronic participation in society - Information and communication

Students are expected to use the media that they view, create or contribute to in an appropriate and safe manner. This includes all publishable and viewable content including but not limited to:

- Videos and images
- Audio recordings
- Blogs and Wikis (including the *See-Saw* App)
- Documents and presentations
- All apps and other media forms.

Guidelines:

- Students may be asked to access or download material from home (if internet access is available) as part of their studies, which will be directed by teaching staff.
- Students are not to download material from the internet without teacher direction.
- Students must not publish images, videos or audio recordings to any online network without first discussing with the class teacher.
- Students are not to transfer files (music, photos, games etc.) from their home network to the school network without first seeking permission from the class teacher.
- Students are not to download any material from any online store e.g. iTunes or Android stores etc.
- Students must not move or in any way modify content or files other than that which they have created or are responsible for themselves.
- Students must only access accounts or services that belong to them.
- Any access to devices during unsupervised times such as wet day timetables will be determined solely by the responsible staff member.
- Students are required to report any inappropriate content found on the internet, student drives or email system to the class teacher immediately.

At home, students must follow guidelines as set by parents to establish what is appropriate, in terms of gaming, downloading, internet usage or time spent on devices. It is important to note that any material or apps, deemed inappropriate by the classroom teacher or the Principal, that arrive at school will be dealt with using the aforementioned *Consequence Document*.

MOBILE PHONES

A mobile phone is an important modern day communication tool and for primary school students must be effectively managed.

- Students are not to bring mobile phones to school unless permission from the principal or classroom teacher has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone. The school's *Mobile Phone Application Form* needs to be submitted and signed off by the principal or classroom teacher.
- Student mobile phones must not be brought to classes, meetings, assemblies or similar organised activities. Where permission has been granted they should remain in their school bags and be turned off during school hours.
- The school reserves the right to prohibit students from bringing mobile phones into the school grounds (without signed permission.)
- Students misusing mobile phones at school or causing a nuisance will be brought to the attention of the principal and appropriate action will be taken. The principal or classroom teacher may revoke a student's privilege of bringing or using mobile phones whilst at school.

- **Mobile phones owned by students are brought to school at their own risk.** The school's insurance cover will not compensate damaged, lost or stolen personal mobile phones. The Department of Education and Training does not hold insurance for personal property brought to schools.
- **Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.**

FURTHER INFORMATION AND RESOURCES:

- Student Engagement Policy
- Acceptable Use Agreement / User Responsibility Guidelines
- iPad User Agreements – BYOD Devices and School Owned Devices
- Consequence Document
- Cyber Safety Policy

- Department of Education and Training Privacy Policy
<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>
- School Policy and Advisory Guide: *Using Digital Technologies to support Learning and Teaching*
<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>

EVALUATION

This policy will be reviewed every 2 years in accordance with the school's policy schedule.

This policy was last ratified by School Council in.....

December 2018

Review Date: 2020



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MOBILE PHONE PERMISSION FORM

I give permission for my child _____ to take his / her mobile phone to school.

REASON

In giving this permission, I understand and accept that:

- *On arrival at school, mobile phones must be switched off and out of sight in my child's school bag at all times. Silent or discreet settings are not acceptable*
- *Use of a phone in school hours without teacher / principal consent will result in the phone being confiscated by the teacher and placed at the front office for pick up*
- *The phone will be returned to my child at the end of the day and I will receive a letter or call from the school*
- *The school cannot take responsibility for the replacement of damaged, lost or stolen phones*
- *Am aware of the consequences for inappropriate and unacceptable use.*

This permission slip covers your child bringing his/her mobile phone for the remainder of the **current school year** only.

Parent's Name: _____

Parent's Signature: _____ Date: ___/___/___

Principal Authorisation: _____ Date: ___/___/___

This form is available on request from the office and also available from our website.