



## LUTHERAN SCHOOL WAGGA WAGGA

### POLICY

# STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET

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## RATIONALE

Lutheran School Wagga Wagga (LSWW) intentionally includes use of electronic devices and various software platforms as tools for creation, collaboration, communication, research and publication of learning tasks. In addition to the use of the tools, students learn to use technology and information in a responsible, respectful manner. Technology provides the opportunity for greater student engagement through voice, choice and ownership of their learning. Strategic use of technology allows for student assignments to be more easily adapted to students' individual needs and levels, creating a more equitable, inclusive environment for learning.

This policy and usage agreement addresses these issues and aims to provide all members of the school community with a structured approach to the use of devices and the internet at school or school related events.

## POLICY

- Use of electronic devices and access to the internet by students at the Lutheran School Wagga Wagga is for educational purposes only. Access to the internet is utilised for research, project and learning activities related to the curriculum.
- Students are expected to adhere to the expectations of the *STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET and Electronic Device Usage Agreement*.
- Student access to electronic devices and the internet are supervised by staff to ensure that they are being used appropriately, and to prevent students from accessing inappropriate materials. Where possible, technological solutions ensure that student internet access is limited to relevant materials.

Student misuse of technology, including antisocial behaviour (i.e. bullying, accessing sites with violent or sexual content, entering chats for non-educational reasons, illegally downloading material, the use of internet games, or engaging in behaviour not aligned with school values) are approached using the Restorative Practice approach consistent with our Behaviour Learning policy.



## LUTHERAN SCHOOL WAGGA WAGGA

### Student Use of Electronic Devices and the Internet

## PROCEDURES

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Students and parents annually sign an agreement on acceptable electronic device and internet usage. This agreement makes parents and students aware of their responsibilities with regard to appropriate use of electronic devices and the internet.

### Publishing on the Internet

Students predominantly publish on the internet to share their learning with parents and caregivers. This is done through secure, school-established portals (i.e. Google Classroom, Seesaw). Any publication in a public forum is done in collaboration with teachers and parents (i.e. Book reviews or joint projects with other schools).

No students at LSWW are at the age compliant with social media sites' Terms and Conditions. Parents are encouraged to model and support our school values by not allowing their children to download or use any social media apps onto devices. Doing so conflicts with our school value of respect, allows for the possibility of Cyber-bullying and can endanger students.

### Implementation of this Policy

Students and parents in Kindergarten to Year 6 sign an Electronic Device Usage Agreement form at the start of the year. Students who enrol during the year are issued with the agreement as part of the enrolment process.

Students in Kindergarten to Year 6 are instructed on the correct usage of electronic devices throughout their schooling at LSWW. Lutheran School Wagga Wagga seeks to instruct students in the appropriate use of electronic devices. In addition to signing the *STUDENT USE OF ELECTRONIC DEVICES AND THE INTERNET and Electronic Device Usage Agreement*, students receive explicit, ongoing instruction on the use of devices as tools for communication, research, creativity and collaboration.

They have a voice in making common agreements for communication and collaboration. Just as students make social errors on the playground and in other settings, students will from time to time engage in antisocial behaviours as they grow and develop. In most situations, a restorative process is used so that students learn by reflection on their actions:

- Who or what has been harmed by the actions?
- How do we make it right or repair the harm?
- What if it happens again?

Repeated or severe antisocial incidents (i.e. bullying) results in consequences as deemed appropriate by the Principal and Deputy Principal.

Parents are informed of restorative or other conversations with students regarding responsible use. This is done by the teacher either over the phone, electronically via Zoom or in person so that parents and teachers can partner in the student's ongoing social and emotional learning. Cyber-bullying, piracy and some other activities are illegal and may be subject to criminal prosecution under the law.

Lutheran School Wagga Wagga values internet and data security and protection. This includes systems to protect from both intrusion, as well as protecting the young eyes and minds of the students. Strategies include using an advanced router providing the most current firewall and malware detection, as well as a filtering service that blocks website categories including pornography, gambling, drugs and computer hacking.

The school uses individual credentials with secure passwords in Years 3 to 6 and restricts access to information not only to protect the students but also help them learn procedures employed in the wider community.

Lutheran School Wagga Wagga values a safe and contemporary learning environment. As such we have incorporated the use of emails for students beginning in Year 3. Students learn the appropriate use of email and are instructed to email teachers and other adults in a professional way. The email system includes restrictions that can protect against misuse, such as not being able to email outside the organisation and can be monitored by the teachers as necessary.



## **RESPONSIBILITIES**

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### **Responsibilities of school staff**

It is the responsibility of school staff to instruct and support students in their use of computers, iPads and other technologies as learning tools. Teachers who have expertise in technology act as coaches to help staff and students.

School staff are responsible for instructing students in the appropriate use of devices, including web-based resources during school hours. School staff monitor each student's use of their iPad, laptop and desktop computers in class by continually roaming the classroom and, as necessary, inspecting device use history.

Teachers understand that antisocial behaviour on devices happens much like antisocial behaviours might occur in other school activities. Depending on the nature and severity of inappropriate technology use, school staff work in partnership with parents to make the incident a learning opportunity for all involved. The consequences of behaviour match the repair that needs to be done, following our Restorative Practice approach. For example, inappropriate emails or antisocial behaviours may be followed up with a restorative conversation and/or minor consequences. Larger issues that may be illegal or dangerous are worked through in partnership with parents. Larger consequences likely apply as it is more difficult to repair those mistakes. Teachers and the Deputy Principal intervene if they become aware of antisocial, illegal or dangerous behaviours that occur out of school hours (such as cyber-bullying).

School staff are responsible for designing and facilitating quality learning experiences based on the needs of 21st century students. In addition, school staff provide students with opportunities to share their learning with others.

Lutheran School Wagga Wagga takes responsibility for the downloading of apps, software and updates.

### **Responsibilities of parents/carers**

Parents/carers can support this policy by doing the following:

- Discussing the expectations with their children as they complete the Electronic Device Usage Agreement
- Creating family agreements for the use of devices in the home and other non-school settings
- Monitoring a student's online access and transactions out of school hours and off school premises

### **Responsibilities of students**

Students are responsible for respecting and caring for school computers, laptops, iPads and other devices. If a student is handling and intentionally damages any device, parents may be responsible for the repair of the device or for the excess when repaired through school insurance.

Each student takes responsibility for their behaviour as they use electronic devices to collaborate and engage with other students.

Students are responsible for using devices appropriately and for adhering to cyber-safety guidelines. Their behaviour when using devices should align with the LSWW school values, which can be found in the handbook.



## BEHAVIOUR LEARNING

The consequences for irresponsible and inappropriate behaviours are shown in the following table.

<b>Minor Infringements Careless Behaviour</b>	<ul style="list-style-type: none"> <li>Playing games - using apps at inappropriate times.</li> <li>Failing to follow guidelines and rules about appropriate computer/iPad usage.</li> <li>Failing to follow teacher-directed instructions during investigations, lessons or projects.</li> <li>Unintentional misuse of technology</li> </ul>	Class Teachers	<p>Teacher engages in a restorative conversation with the student.</p> <ol style="list-style-type: none"> <li>1. What happened?</li> <li>2. What were you thinking/feeling when it was happening?</li> <li>3. Who or what has been harmed?</li> <li>4. How might you make this right?</li> <li>5. What if this happens again?</li> </ol> <p>The conversation is documented. Parents are informed of the conversation as a way to partner with them in social/emotional learning.</p>
<b>Significant Infringements Intentional Behaviour</b>	<ul style="list-style-type: none"> <li>Repeatedly playing games/using apps at inappropriate times, despite previous restorative agreements</li> <li>Searching for and accessing inappropriate material through the internet such as pictures and videos.</li> <li>Intentional inappropriate use of technology</li> </ul>	Class teachers, Stage Coordinator and/or Deputy Principal	<p>If the behaviours are repeated behaviours, teachers refer to the previous conversation(s) with the student, putting the agreed-upon consequence in place. Consequences for continued misbehaviour are determined by the class teacher and stage coordinator in consultation with the Deputy Principal and/or Principal</p> <p>The teacher and stage coordinator work out a plan for limiting student opportunity to offend. They also provide the student with a road-map for earning back trust.</p> <p>Parents are invited to be part of the conversation with the student in order to partner in social/emotional learning.</p>
<b>Severe Infringements Malicious Behaviour</b>	<ul style="list-style-type: none"> <li>Using the computer/iPad to invade another student's right to privacy (e.g. taking/editing photos without permission)</li> <li>Using the computer/iPad to slander/bully/hurt others</li> <li>Looking at or downloading explicit pictures</li> <li>Engaging in unethical, illegal and/or unsafe behaviours</li> </ul>	<p>Deputy Principal and Principal</p> <p>Depending upon the severity of the incident, police may also be notified by the Principal or Deputy Principal.</p>	<p>The student's use of devices is suspended until a time agreed upon by the teacher, stage coordinator and the Deputy Principal and Principal.</p> <p>The student faces possible internal suspension, which will be administered by the Principal or Deputy Principal.</p> <p>The student may face criminal prosecution.</p>



## ELECTRONIC DEVICE USAGE AGREEMENT YEARS 3-6

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### Rationale

Lutheran School Wagga Wagga (LSWW) intentionally includes use of electronic devices and various software platforms as tools for creation, collaboration, communication, research and publication of learning tasks. In addition to the use of the tools, students learn to use technology and information in a responsible, respectful manner. Technology provides the opportunity for greater student engagement through voice, choice and ownership of their learning. Strategic use of technology allows for student assignments to be more easily adapted to students' individual needs and levels, creating a more equitable, inclusive environment for learning.

This policy and usage agreement addresses these issues and aims to provide all members of the school community with a structured approach to the use of devices and the internet at school or school related events. The expectations and agreements apply when students use school-related domains and tools, whether accessed at school, from home or from other locations. This agreement also applies to the use of technology from any location that harms the school learning environment.

### Agreements for use (students put their initials beside each statement)

	I agree to use school devices as tools for learning rather than entertainment.
	I agree to use the internet only for learning purposes.
	I agree to tell my teachers or parents if something pops on my screen that makes me feel uncomfortable. I won't show others because I don't want them to feel uncomfortable or embarrassed.
	I agree to collaborate and communicate only with my parents and people in my school unless I get permission to do otherwise.
	I will communicate and collaborate kindly with others.
	I will treat school devices with care and tell a parent or teacher if they are damaged.
	The school has all the things I need. I will not bring any other electronic items such as smart watches, mobile phones, iPads, electronic games and cameras unless my parents and the Principal say that I can.
	I understand that my parents will be informed and there may be other consequences if I do not follow these agreements.

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian) \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (student) \_\_\_\_\_ (date)



## ELECTRONIC DEVICE USAGE AGREEMENT KINDERGARTEN – YEAR 2

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Parents and caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception. Please read our school's Student Use of Electronic Devices and the Internet Policy and Procedures then discuss with your child the following strategies to help them stay safe when using electronic devices at school and after formal school hours.

Please read this carefully with your child. Colour the face to indicate that they understand/don't understand what you have explained to them.

1. I will use the iPads and computers at school only for my learning and only with my teacher's permission. School iPads and computers are for learning, not for play.



2. I will go online or use the Internet at school only when a teacher gives permission and an adult is present.



3. If there is something I am not sure about, I will ask a teacher.



4. I will be kind to others when I use iPads and computers.



5. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:

- 5.1. Not show others;
- 5.2. Turn off the screen;
- 5.3. Get a teacher straight away.



6. The school has all the things I need. I will not bring any other electronic things like smart watches, mobile phones, iPads, electronic games and cameras unless my parents and the principal say that I can.



7. I will be careful and will look after all our school iPads and computers by:

7.1. Being sensible, not silly with it;

7.2. Telling a teacher about anything wrong or damaged.



8. I understand that my teachers and parents will talk to me if I misbehave on computers or iPads so that I can learn. There may be other consequences too.



**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian) \_\_\_\_\_ (date)

Signed \_\_\_\_\_ (student) \_\_\_\_\_ (date)

