



e-Safety and Digital Wellbeing Policy

Vision

To create a safe and engaging environment in which students can communicate, investigate and create with Information and Communication Technologies (ICT) in meaningful, social and ethical ways.

Purpose and Rationale

Staff and students at Frankland River Primary School use digital technologies as a valuable teaching, learning and communication tool. The use of digital and communication technology is an integral aspect of our daily lives and will be a core aspect of our students' future. However, we acknowledge that there are risks associated with digital technologies and they must be used responsibly.

Digital technologies provide students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups worldwide, to increase skills, knowledge and abilities.

Through the teaching of ICT, Digital Technologies and Protective Behaviours, we aim to develop every student's ability to use and manage digital technologies effectively whilst using a high degree of social and ethical protocols.

Aims

- Develop student skills and attitudes in the safe and appropriate use of digital technologies.
- Develop students who demonstrate strong social and ethical responsibility when using technology.

(A) Access: How to control and filter access to the Internet

- The Department of Education (DoE) requires that all public schools operate their technologies under a 'Standard Operating Environment' (SOE).
- Every student from Year 4 has a username and password to access computers. These are managed through the Department Account Manager (DAM) tool.
- All internet traffic is decrypted and routed through the DoE firewall. The school has a level of control over the firewall and can monitor online activity.
- The school will continue to ensure that it is accessing the highest level of filtering available from and supported by the DoE.

- The school has some control over content filtering and can make decisions about access to services.

(B) Boundaries: The policies and expectations in place

The following DoE policies apply to staff and students: Students Online Policy, Telecommunications Policy, Code of Conduct, Student Behaviour in Public Schools Policy and Procedures, Child Protection.

- The Frankland River Primary School e-Safety policy is reviewed and amended as necessary. Related school policies and guidelines include Mobile Devices Policy, Behaviour Engagement Policy, Technology Contract – Acceptable Use Policy, Whole School Practices with ICT (guidelines), Dealing with Online Incidents Affecting Students (guidelines).
- Each student and their parents or caregivers are asked to agree to use digital technologies responsibly at school by completing the Technology Contract – Acceptable Use Policy. The Contract is reviewed regularly by class teachers and re-signed on an annual basis. This contract is available on the school website to facilitate further discussion with children at home. In school, the contract is visible in classrooms and referred to regularly.
- The school has agreed whole school practices with ICT. These include guidelines for staff to follow before, during and after technology use.
- Technology at FRPS is used as a directed and purposeful learning tool only. Students are not allowed 'free access' to technology.

(C) Communication: How we communicate and educate about the responsible and safe use of technology to students, staff and the community.

Students

- Each class and library has the Technology Contract displayed in a prominent place for students and teachers to refer to.
- ICT is used to support learning across many curriculum areas. Teachers constantly reinforce the importance of safe and respectful use of technology and the Internet whenever it is used.
- Through the ICT, Digital Technologies and Protective Behaviours curricula we aim to develop every student's ability to use and manage technology whilst exercising a high degree of social and ethical protocols.
- Staff remind all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked. We reassure students that they will not be 'in trouble' for telling staff if they see or do something wrong.

Staff

- Staff will receive ongoing training in the safe use of ICT with students. This is delivered face to face (through staff meetings and early close meetings, via memos and email updates and through school-wide communication (DoE Connect).
- Staff teach ICT skills and knowledge using the Western Australian Curriculum, General Capabilities - Digital Literacy and the Technologies learning area.

The Digital literacy learning continuum is organised into four elements, as shown in Figure 1:

- Practising digital safety and wellbeing
- Investigating
- Creating and exchanging
- Managing and operating.



- The library and classrooms will have the 'Technology Contract' displayed in a prominent position so that it can be referred to and discussed regularly.
- If there is any concern or suspicion of inappropriate behaviour, staff must notify the principal immediately.
- Guidance documents are created and shared with staff as needed to support their practice.
- Where the principal is made aware of suspected inappropriate content or behaviour, they will investigate, inform parents and work collaboratively to address the matter in the best interests of the child(ren) involved.

- In online publications (e.g. Newsletters) FRPS recognises and respects the privacy of students, parents, staff and others always.

Parents and Caregivers

- The school will maintain an up-to-date cyber safety section on the school website with information and links for parents.
- Cyber Safety parent workshops will be held periodically, led by external experts in the field.
- The Technology Contract will be available on the school website so that parents can reinforce it at home.
- Parents will be informed of all suspected online incidents relating to their child(ren) so that a collaborative approach can be put in place to support the child(ren).
- Parents will inform the school principal of online incidents outside of school hours.

Instructional Guidelines for Teachers

Before using technology	Whilst using technology	After using technology
Ensure every child and parent has signed the technology contract	If a relief teacher is unfamiliar with the class, students should not use devices	Teach students how to take out and put away technology responsibly
A3 Technology contract on display in every classroom	Refer students to the class copy of the technology contract and remind them of the purpose for using technology in the lesson	Regularly check search history and background apps left open on iPads
Cyber safety display board in each class and library	Consider grouping of students, levels of responsibility and proximity to the teacher	Report any technical issues
Age-appropriate cyber safety themed lessons explicitly taught	iPads should remain flat on desks so that teacher can see screens	Ensure technology is stored securely
Remove bottles/food from being near technology	All students should use technology only under direct supervision of the teacher	Inform admin immediately if you have any concerns
	Be vigilant and regularly check in on student ICT activity	Always ask for training, guidance and support if you need it
	Remind students how to handle the technology appropriately (2 hands whilst carrying)	

Kindergarten to Year 3 Technology Contract – Acceptable Use Policy

My child agrees to follow the rules set out below when using the technology devices at school:

- I will get adult permission before I use an iPad, computer or eBoard.
- I will inform a teacher if I see something that makes me uncomfortable.
- I will not eat or drink when using my device.
- I will take care of all technology equipment.
- My hands will be clean when I use my device.
- I will not change the device settings.
- I will not try to download or remove any apps or programs from the device.
- I will be responsible and use smart learning choices while using school devices.
- I will only use the device for what I have been instructed to do.

I understand that if I break the rules:

- The school will inform my parents and decide upon appropriate action to help me stay safe and make good choices.

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Kindergarten to Year 3 Technology Contract

I agree for my child to abide by the Technology Use Contract.

Name of Student: _____ Room: _____ Year: _____

Signature of Parent: _____

Name of Parent: _____

Year 4 to Year 6 Technology Contract – Acceptable Use Policy

I agree to follow the rules set out below when using technology devices at school:

- I will seek permission before I use an iPad, computer or eBoard.
- I will follow all teacher instructions when using the device.
- I will not share my password with other students or let other people login to my account.
- I will inform a teacher if I think someone is using my account.
- I am responsible for anything that happens when my account is used.
- I will inform a teacher immediately if I see something that makes me feel uncomfortable or is inappropriate for children.
- I will only use the internet if I have gained teacher permission first.
- I will not attempt to access sites that are blocked or that I have been told not to access.
- If I download and use pictures by others, I will cite the source.
- I will not give out my name, phone number, address, the name of the school or any photographs without checking with a teacher.
- I will take care when handling the equipment.
- I will not change any device settings or download programs without permission.
- I will ensure that anything I published is polite, carefully written and well presented.

I understand if I break the rules:

- I will be held responsible for my actions or another person using my account.
- The school will inform my parents and decide upon appropriate action to help me stay safe and make good choices.

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Year 4 to Year 6 Technology Contract

I agree to abide by the Technology Use Contract.

Name of Student: _____

Signature of Student: _____ Room: _____ Year: _____

Signature of Parent: _____

Name of Parent: _____

Guidelines for Responding to Online Incidents Affecting Students

Step 1 Identification	Step 2 Conceptualisation	Step 3 Support & Management	Step 4 Support & Follow Up
Identify and report concerns/suspensions	Gain an understanding of why and how	Review process and take action where necessary	Provide ongoing support
Inform a teacher or principal as soon as possible. The principal and teacher will coordinate the investigation into the concerns and communicate with parents. Collaboratively planning our response to cyber safety incidents will support students in learning to inform us and stay safe in the future.	The principal, teacher, parents, and the student(s) involved will work together to understand why and how the incident occurred. The student will be reassured and supported as it is vital to reinforce the importance of being open and telling someone. In cases where it is a repeat incident, sanctions and restorative behaviours will be agreed with student(s) and their parents.	In collaboration with the student(s) involved and their parents, put into place a plan to support the child(ren) in future. Plan support for the student(s). Children may feel distressed by events including cyberbullying, exposure to pornographic material or breaches of the school Technology Contract or Behaviour and Engagement Policy. Consider support for students who were not directly involved. Review A, B, C to identify whether changes are required in; A – Access, B – Boundaries or C – Communication.	Agree on check in times and maintain open communication with parents to track the child(ren)'s behaviour in and out of school. Provide mentoring or psychological support if appropriate. Signpost parents and teachers to appropriate material to use to support the child(ren).