



SEAFORD NORTH Primary School

ICT CODE OF CONDUCT



Help for non-English speakers

If you need help to understand the information in this policy, please contact Seaford North Primary School on 03 9786 5674 or seaford.north.ps@education.vic.gov.au.

PURPOSE

At Seaford North Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This Code of Conduct outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

ROLES AND RESPONSIBILITIES

At our School we:

- Have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected student behaviour
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*Digital Technology Scope and Sequence informed by the Victorian Curriculum and eSMART*)
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
(<https://www2.education.vic.gov.au/pal/duty-of-care/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

SAFE, RESPONSIBLE BEHAVIOUR

As Seaford North Primary School students, when we use digital technologies we **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

As Seaford North Primary School students, when we use digital technologies we **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means we:

- protect our friends' information in the same way
- protect passwords and don't share them with anyone except parents/guardians
- only ever join spaces with my parent's/guardian's or teacher's guidance and permission
- never answer questions online that ask for personal information
- know not to post three or more pieces of identifiable information about individuals

As Seaford North Primary School students, when we use digital technologies we **respect ourselves and others** by thinking about what we share online. This means we:

- stop to think about what we post or share online
- use spaces or sites that are appropriate, and if we are not sure we ask a trusted adult for help
- protect our friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if we see something that makes us feel upset or if we need help
- speak to a trusted adult if someone is unkind to us or if we know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if we see something we don't like and tell a trusted adult
- are careful with the equipment we use

Care and Use of Equipment

- We will respect and care for the computers and their parts
- We will only use a computer/device with a teacher's permission
- We will not add software of any kind
- We will not load data contained on USB sticks without a teacher's permission
- We will save files to designated folders
- We will not access, delete or alter the work of others
- We will not interfere with plugs/cables
- We will not change any settings on a computer/device
- We will always obtain permission prior to printing

At school we have:

- discussed ways to be a safe, responsible and ethical user of digital technologies
- presented individual ideas around the ways that we can be smart, safe, responsible and ethical users of digital technologies

We will use this knowledge at school and everywhere we use digital technologies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Posted annually on Compass
- Made available from school administration upon request

RELATED POLICIES AND RESOURCES

The following school policies are also relevant to this Policy and are available at <http://seaford-northps.vic.edu.au/policies-and-reports/>:

- Student Wellbeing and Engagement Policy
- Digital Learning (Internet, Social Media and Digital Devices) Policy
- Bullying Prevention Policy
- Statement of Values and School Philosophy

APPROVAL AND REVIEW

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	2027