



LEARNING IS STRENGTH
BE THE BEST YOU CAN BE

Renwick School Digital Citizenship Policy

Definition of a Digital Citizen:

- is a confident and capable user of ICT
- uses technologies to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is literate in the language, symbols, and texts of digital technologies
- is aware of ICT challenges and can manage them effectively
- uses ICT to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of ICT
- respects the concepts of privacy and freedom of speech in a digital world
- contributes and actively promotes the values of digital citizenship

Rationale

Renwick School supports a Digital Citizenship model for the promotion of safe and responsible use of technology.

We believe it is our responsibility to prepare our students for their future by empowering them for the digital world where students engage safely in an online environment ethically and responsibly.

Recent research clearly demonstrates that empowering students to use technology ethically prepares them for a future society where technology underpins every form of communication and transaction.

Our students must have this opportunity in a safe environment from teachers with sound pedagogy to explore and learn how to be in this ever changing digital world.

Procedures

Renwick School will develop and maintain procedures around the safe and responsible use of the internet and related technologies (ICTs). These internet safety procedures will recognise the value of the technology and encourage its use in a teaching and learning context while helping to minimise and manage the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use ICT and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of information and communication technologies.

Signed:

Date:

Teachers:

- Teachers will deliver the curriculum, wherever possible and appropriate, maximising BYOD in Years 5-8.
- Staff will receive ongoing training in digital safety and in establishing and maintaining an effective and safe digital classroom
- Staff will receive ongoing training in embedding the use of ICT into their pedagogy and therefore their classroom programmes, utilising staff strengths first in the first instance.
- Staff will receive a TELA laptop paid for by the school. This is solely for the use of the teacher and must not be used by students or family. Staff are responsible for the safe use of the laptop and for ensuring that it is kept in good working order. Any issues with TELA laptops must be reported immediately to the appropriate person.
- Regularly stocktake their classroom IT (including chargers) and report any losses or damages immediately to the appropriate person

Students:

- Years 5-8 will bring own devices, students in earlier years are welcome to also.
- Will sign and uphold the Responsible Use of ICT Agreement (class agreement)
- Will receive digital citizenship messages continuously and specific training once a year
- Will keep passwords confidential
- Treat all digital devices with care and respect and will notify their teacher immediately if any faults or damage occur.

Devices:

- School provide base-line leased hardware which is distributed appropriately across the classrooms
- BYOD devices from Years 4-8: 11" screen, keyboard and Head phones

Programmes and Software:

- Google Apps for Education including Google Docs, Sheets, Forms, Slides and Mail
- Google Classroom
- iMovie
- Garageband
- Clicker and WordQ as assistive technology

Safety:

- N4L filtering and management
- Student and Parent Agreements
- Utilise John Parsons: Internet Safety and Risk Assessment (Simulate 2 Educate Limited) for Digital Safety training for students, staff and community yearly
- Consistent classroom guidelines formulated
- Student devices will be stored in locked shelving at morning tea and lunchtimes

Equity:

- School leased equipment available for students without own device access

Parents

- Parents will be offered training in managing digital safety issues at home
- Parents will be offered training in the programmes that their students will be using at school so that they can support them at home.
- Parents will sign BYOD agreement and Internet agreement on behalf of their children.