



PERTH
MONTESSORI

DIGITAL TECHNOLOGIES PROCEDURE

At Perth Montessori we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This document is to be read in conjunction with the following related document(s):

- Digital Technologies Policy

Version: v2.0

Approval Date: 17 August 2022

Signed by Principal:

Name of Principal: Sally Alderton

Next Revision Date: Term 3, 2024

1. PURPOSE

- 1.1. To outline the roles and responsibilities of all stakeholders – the Principal, students, directors, parents and carers – in supporting safe digital learning, and
- 1.2. To outline the expected behaviours of our students when using digital or online tools and spaces.

2. SCOPE

At Perth Montessori we:

- 2.1. Have a Student Code of Conduct and Behaviour Management Policy and Procedures that outline our School's values and expected standards of student conduct, including consequences for breaching the standards. The Code of Conduct and Behaviour Management Policy extend to online conduct,
- 2.2. Do not permit the use of mobile phones during the day by students without the consent of the Director or school Principal,
- 2.3. Require students check in and out their personal mobile phones at the start and the end of the day to ensure a distraction free environment that is in keeping with our school philosophy of learning. Phone are kept in a securely locked room in the administration area.
- 2.4. The School does not accept responsibility for the accidental loss or damage of student personal devices brought to School,
- 2.5. Have programs in place to educate our students to be safe and responsible users of digital technologies including the Keeping Safe program,
- 2.6. Provide information about digital access issues such as online privacy, intellectual property and copyright,
- 2.7. Supervise and support students using digital technologies in the classroom,
- 2.8. 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 as needed,
- 2.9. Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed,
- 2.10. Use online sites and digital tools that support students' learning,
- 2.11. Address issues or incidents that have the potential to impact on the wellbeing of our students,
- 2.12. Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation,
- 2.13. Note that all messages created, sent or retrieved on the school's network are the property of the School. The School reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

- Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender, and
- 2.14. Support parents and care-givers 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:
- [Bully Zero](#) Parent resources to support the safe use of technology
 - [iParent](#) Office of the Children's eSafety Commissioner

3. RESPONSIBILITIES

3.1. *Principal’s Responsibilities*

The Principal will:

- 3.1.1. Advise parents that while the School will make every reasonable effort to provide a safe and secure online learning experience for students when using the School’s online services, it is not possible to guarantee that students will not be exposed to inappropriate material,
- 3.1.2. Approve any material planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance (refer Copyright in Schools policy), and
- 3.1.3. Provide students access to online services-enabled devices within the limits of available resources.

3.2. *Students’ Responsibilities*

When using the digital technologies students will:

- 3.2.1. Ask the Class Director before using any type of digital technology (except where this is implicitly implied, for example, where the Director instructs a student to use a digital device etc.),
- 3.2.2. Only use digital technology for educational purposes or as instructed by a Director,
- 3.2.3. Not use digital technologies to look for rude or offensive material, including in cases where this may be saved photos or videos on personal devices,
- 3.2.4. In the unlikely event that they accidentally come across offensive material, students should immediately stop using the device, turn off the screen or close the laptop, and tell a Class Director. N2H2 (Internet Filter) will filter 99.9% of such material
- 3.2.5. Not give personal information such as their school name, email address or telephone number if they are asked without asking the Class Director first, and
- 3.2.6. Not download files from the Internet without asking their Class Director first. If the student receives a virus-warning when opening an email, they must report it immediately to the Class Director. Children will not be “told off” if

their computer is infected with a virus.

3.3. Class Directors' Responsibilities

The Class Director will:

- 3.3.1. Instruct and advise students on the safe use of digital technologies before any commencing their use, as well as regularly throughout the year,
- 3.3.2. Provide students with educational tasks whenever they use digital technologies (i.e. not just use them for free time or recreation),
- 3.3.3. Supervise the students in their care whenever they use digital technologies,
- 3.3.4. Follow procedures for inappropriate use of digital technologies as detailed below (1.2),
- 3.3.5. Issue and maintain student passwords in a confidential and secure manner, with additional consideration and provision given to early primary and special needs students,
- 3.3.6. Inform students of the consequences of the inappropriate use of the School's digital technologies and online facilities,
- 3.3.7. Ensure that students are aware of the legal requirements regarding intellectual property and copyright:
 - when downloading information,
 - gaining permission before electronically publishing users' works or drawings,
 - acknowledging the creator or author of any material published, and
 - observing appropriate copyright clearance including acknowledging the author, or
 - source of any information used.
- 3.3.8. Grant access to online resources and subscriptions, such as Google Classroom, only after receiving relevant signed documentation from the student's parent,
- 3.3.9. Grant students access to online services only after receiving an Acceptable Usage Agreement signed by the student and parent,
- 3.3.10. Report failure of the schools filtering systems to the Principal, and
- 3.3.11. Report virus alerts promptly to the Principal.

3.4. Parents Responsibilities

Parents will:

- 3.4.1. Acknowledge acceptance and agreement of the School's Internet Access Policy by providing the school with a signed copy of the Acceptable Usage Agreement for their child. (refer to Appendix A – C),
- 3.4.2. Promote and support understanding and adherence with the intent and requirements of this policy and procedure at all times with their children,
- 3.4.3. Discuss "responsible" and "appropriate" use of digital technologies with their child/ren,

- 3.4.4. Support the school in the event of any breach in dealing with the child and any consequences, and
- 3.4.5. Report any breaches of this policy by a student of the School, including their own, in the event they become aware of unacceptable use of digital technologies.

4. BACKGROUND

- 4.1. Perth Montessori understands that the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.
- 4.2. The School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world.
- 4.3. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.
- 4.4. From time to time, students will need additional support and guidance to make appropriate choice when using digital technologies. The School understands its role in educating and supporting students to learn from their mistakes and will use these as learning opportunities whenever possible.

5. INAPPROPRIATE USE - CONSEQUENCES PROCEDURE

- 5.1. If the student has been found to be using digital technologies inappropriately (refer Student Responsibilities above), the Class Director will determine the seriousness of the behaviour and follow the procedures below:
 - 5.1.1. If the student has intentionally used the internet or any device to access rude or offensive material this will constitute a severe breach of this policy:
 - 1) Student access will be immediately withdrawn for a period of time deemed appropriate,
 - 2) Parents will be informed immediately,
 - 3) In-school suspension will apply for a minimum of 2 days,
 - 4) Any repeat would result in:
 - a) Suspension; or
 - b) Expulsion from the school (refer Behaviour Management Policy for suspension/expulsion procedures).
 - 5.1.2. All other inappropriate behaviour:
 - 1) In the first instance, the student will be given a warning by the Class Director and reminded of the student's responsibilities governing the use of digital technologies,
 - 2) If the student re-offends a second time, the Principal will speak to the student, and

3) If the student re-offends a third time, the student's parents will be informed by the Principal and the student's digital technologies privileges will be withdrawn for a specified time.

6. DEFINITIONS

- 6.1. For this policy, “**digital technologies**” are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

7. RESOURCES

Relevant legislation or authority

- 7.1. [Disability Discrimination Act 1992 \(Commonwealth\)](#)
- 7.2. [Disability Standards for Education 2005](#)
- 7.3. [Equal Opportunity Act 1984 \(WA\)](#)
- 7.4. [School Education Act 1999 \(WA\)](#)
- 7.5. [School Education Regulations 2000 \(WA\)](#)
- 7.6. [State Records Act 2000 \(WA\)](#)

Related Documents and Resources

- [Cyber safety - Department of Education](#)
- [Homepage | eSafety Commissioner](#)
- [Internet Safety | Western Australia Police Force](#)
- Behaviour Management Policy
- Child Safe Child Friendly Policy
- Parent and Student Code of Conduct
- Staff Code of Conduct
- Equal Opportunity Policy

8. APPENDICES

- 8.1. Appendix A: Acceptable Use Agreement for Cycle 2 & 3 Students
- 8.2. Appendix B: Acceptable Use Agreement for Cycle 4 & 5 Students



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DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT: CYCLE 2 & 3 STUDENTS

SAFE, RESPONSIBLE AND RESPECTFUL BEHAVIOUR

When I use digital technologies, I 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 (ask students to reflect on how they would feel),
- Not sending mean or bullying messages or forwarding them to other people, and
- 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.

When I use digital technologies, I 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 I:

- Protect my friends' information in the same way,
- Protect my passwords and don't share them with anyone except my parent,
- Only ever join spaces with my parents or teacher's guidance and permission,
- Never answer questions online that ask for my personal information, and
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:

- Stop to think about what I post or share online,
- Use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help,
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information,
- Speak to a trusted adult if I see something that makes me feel upset or if I need help,
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared,
- Don't deliberately search for something rude or violent,
- Turn off or close the screen if I see something I don't like and tell a trusted adult, and
- Am careful with the equipment I use.

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT: CYCLE 2 & 3 STUDENTS

At school I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies, and
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies, and
- I will use this knowledge at school and everywhere I use digital technologies.

Student Declaration:

- I have read, or an adult has read to me, Perth Montessori's Acceptable Use Agreement. I agree to follow the rules contained in this Agreement.
- I understand that if I break any of the rules in this Agreement by using the internet or a device in a way that I shouldn't, I may not be able to use these again.

Student's Full Name: _____

Class: _____ **Date:** _____

Parent/Carer Declaration:

- I have read the Perth Montessori Digital Technologies Acceptable Use Agreement.
- I give permission for my child to access all components of the School's electronic network, which includes internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment/software for educational purposes.
- I understand that if my child does not follow the rules in the Agreement, there will be action taken in accordance with the inappropriate use – consequences procedure. This may include losing access to the School's network and digital devices.

Parent/Carer's Full Name: _____

Parent/Carer's signature: _____ **Date:** _____



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DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT: CYCLE 4 & 5 STUDENTS

SAFE, RESPONSIBLE AND RESPECTFUL BEHAVIOUR

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner,
- Never participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours),
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images,
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent,
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior,
- Thinking carefully about the content I upload or post online and in text messages, knowing that this is a personal reflection of who I am and can influence what people think of me,
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult,
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes,
- Handling digital devices with care and notifying a director of any damage or attention required,
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately,
- Not accessing media that falls outside the School's policies,
- Not downloading unauthorised programs, including games,
- Not interfering with network systems and security or the data of another user, and
- Nor attempting to log into the network with a username or password of another student.

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT: CYCLE 4 & 5 STUDENTS

In addition, I understand that mobile phone use is not permitted during school hours at Perth Montessori. I agree to be a safe, responsible and ethical user at all times, by:

- Turning my phone to silent or switching it off as soon as I arrive in the classroom at the start of each day,
- Checking my phone in, according to the procedure, as soon as I arrive in the classroom each day,
- I may be given permission to use my personal phone as part of a lesson or learning activity,
- At the Director's discretion, I may be given permission to take my phone on an excursion,
- I am responsible for checking out and collecting my phone at the end of each day,
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson (never for any other reason),
- I understand that while the school will do its best to safeguard my phone when it is securely stored at school, the School (Board, principal, directors and other staff) are not liable in the case of theft, damage or loss.

Student Declaration:

- I have read, or an adult has read to me, Perth Montessori's Acceptable Use Agreement. I agree to follow the rules contained in this Agreement.
- I understand that if I break any of the rules in this Agreement it may result in disciplinary action, determined by the Principal in accordance with the School's Digital Technologies Policy.

Student's Full Name: _____

Class: _____ **Date:** _____

Parent/Carer Declaration:

- I have read the Perth Montessori Digital Technologies Acceptable Use Agreement.
- I give permission for my child to access all components of the School's electronic network, which includes internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment/software for educational purposes.
- I understand that if my child does not follow the rules in the Agreement, there will be action taken in accordance with the inappropriate use – consequences procedure. This may include losing access to the School's network and digital devices.

Parent/Carer's Full Name: _____

Parent/Carer's signature: _____ **Date:** _____