

DSM Policy

Information & Communication Technology (ICT)

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Rationale

Information and Communication Technology is integrated into teaching and learning at DSM regularly, and is recognised as a valuable lifelong skill of 21st century learners. ICT skills are taught as stand-alone lessons or as part of cross-curricular teaching. ICT teaching at DSM is guided by the Digital Technologies Curriculum in Victoria¹ and impromptu/incidental teaching as it arises.

The aim of this policy is to ensure that DSM's school community are safe, responsible and ethical users of digital technologies, as well as to protect ICT equipment and devices from misuse and damage potentially caused by users. This policy supports our School to comply with Ministerial Order 1359, Child Safe Standard 9: *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.*

As outlined in DSM's Child Safety and Wellbeing Policy and Child Safe Code of Conduct, DSM supports the school community's right to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. We acknowledge that ICT devices and equipment are valuable learning tools. The School also acknowledges its role and responsibility in the cyber safety education process through the delivery of tailored lessons and consistent teaching of safe online practices across all year levels to ensure students acquire appropriate knowledge.

"Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment." - Department of Education and Training in Victoria.²

Scope

This policy applies to school staff, students and the wider school community including parents and caregivers.

Definitions

ACER refers to the Australian Council for Educational Research and is responsible for developing assessment and reporting tools for schools and other educational institutions.

Child Safe Standards refers to Ministerial Order 1359 which provides the framework for child safety in schools.

Cyber-bullying refers to bullying (repeated behaviour) with the intention of harming someone else in an online space/using technology.

Cyber-safety refers to the safe use of the internet and ICT equipment/devices, including mobile phones and social media.

Cyber-smart refers to using strategies to keep people safe online.

¹ <https://victoriancurriculum.vcaa.vic.edu.au/technologies/digital-technologies/introduction/rationale-and-aims>

² DET Victoria- <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>

DSM Policy

Information & Communication Technology (ICT)

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Department of Education and Training (Victoria)/DET

The DET is a government department in the state of Victoria who is responsible for the state's education system.

Digital Technologies are electronic tools, devices and resources that generate, store or process data.

ESmart is an organisation who supports schools and the greater community to best manage cyber risks such as cyber bullying and how to stay safe online.

ICT equipment and devices include laptops, ipads, robotics equipment such as spheros, cameras, mobile phones, gaming consoles, CD/DVD players or any other similar technology.

NAPLAN refers to the National Assessment Program for Literacy and Numeracy and is an annual assessment for students in Years 3, 5, 7 and 9.

Network

Any computer networks, global (internet) or otherwise, accessed through the School's equipment or devices, or through privately owned devices brought onto the School's premises.

Office of the eSafety Commissioner is Australia's national independent regulator for online safety.

Social media networks are interactive internet-based applications where shared content is user-generated. Examples include Facebook, Instagram, Snapchat and TikTok.

The School Deutsche Schule Melbourne/DSM

Principles

- The School expects all users to use ICT resources, equipment and devices safely and responsibly.
- ICT resources, equipment and devices are utilised as teaching tools to foster student learning and outcomes for educational purposes.
- ICT resources, equipment and devices are used to encourage research, self-directed learning and collaboration to obtain information linked to the students' educational program and School curriculum.
- In order to protect users from potential unsafe and inappropriate content, the School monitors the use of computers and resources by installing filtering software, limited internet accessibility and providing safe and age appropriate applications.
- The School will provide students with an ICT Student User Agreement (see Appendix 1 and 2) which outlines clear expectations for the safe and responsible use of ICT equipment and devices. Expectations are taught to students regularly by teaching staff.
- Cyber Safety education is taught to raise students' awareness of safe and responsible use of digital technologies.
- This ICT Policy further supports strategies outlined in DSM's Child Safety and Wellbeing Policy and Student Code of Conduct
- The Principal is responsible for dealing with any breaches of this policy.

DSM Policy

Information & Communication Technology (ICT)

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Goals

- To provide a safe online environment both at school and in the home context.
- To educate the wider school community including students, parents and caregivers about how to keep students safe in an online environment.
- To educate the wider school community including students, parents and caregivers on cyber safe practices.
- To be a cyber-safe school through the implementation of a range of strategies including advice from eSmart³ and the Office of the eSafety Commissioner⁴.
- To be aware of and implement an appropriate response to any incidents of cyber-bullying material by following appropriate cyber-safety steps outlined by the Office of the eSafety Commissioner⁵ and the DET Victoria⁶.
- To support compliance with Ministerial Order 1359- the 11 Child Safe Standards

Responsibility

DSM recognises its joint responsibility in having a duty of care for students' online behaviour which may extend to use of social networking sites and internet usage outside school hours. The joint responsibility is shared with school community members including parents and caregivers. DSM's strategies are guided by the DET Victoria⁷.

Strategies

Cyber Safety

In order to foster a safe online environment for students at DSM and comply with Child Safe Standard 4- *Families and communities are informed and involved in promoting child safety and wellbeing* and Child Safe Standard 9- *Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed*, we adhere to the below points:

- promote the safe and responsible use of digital technologies
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, cyber bullying including racism and discrimination, cyber safety, intellectual property and copyright
- supervise, educate and support students when using digital technologies in the classroom
- establish clear protocols and procedures when working in online spaces (including during periods of remote and flexible online learning) including class/age appropriate online codes of conduct
- consider the safety and appropriateness of online tools, communities, data and information to minimise risks to children's safety online
- restrict internet access on devices (iPads)
- provide a filtered internet service when students use web browsers on school laptops or age appropriate and restricted search engines and websites
- acknowledge that full protection from inappropriate content can never be guaranteed, therefore cyber

³ <https://www.esmart.org.au/esmart-schools/>

⁴ <https://www.esafety.gov.au/educators/toolkit-schools>

⁵ <https://www.esafety.gov.au/report/cyberbullying>

⁶ <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberbullyingcampaign.aspx?Redirect=1>

⁷ <https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>

DSM Policy

Information & Communication Technology (ICT)



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

- safety awareness is promoted across all year levels
- promote awareness of how to respond to cyber bullying by using advice from the eSafety Commissioner⁸ to educate students on appropriate steps
 - educate our students on the importance of cyber safety by organising cyber safety workshops in conjunction with eSmart/Alannah and Madeline Foundation
 - educate our school community including parents and caregivers on cyber safety through the Ed News and parent information sessions in conjunction with eSmart/Alannah and Madeline Foundation
 - respond to incidents or issues that have the potential to impact on the wellbeing of our students including those reported through online services
 - are aware that some online activities are illegal and as such we are required to report them to the appropriate authority which may include the eSafety Commissioner, Victoria Police or relevant service providers
 - in the event of an allegation of child abuse occurring in the online space, DSM will notify relevant authorities including the Department of Health and Human Services (DHHS) Child Protection, Victoria Police and Commission for Children and Young People (if within the school) in a swift manner
 - in accordance with Child Safe Standard 9, staff, volunteers, parents, carers/guardians and children are provided with information about online safety and risks in the online environment, such as online grooming, cyber bullying and sexting. Support is given by the School in the form of counselling reporting negative experiences or concerns. DSM supports and educates parents and guardians to understand safe and responsible use of digital technologies through Cyber Safety Parent Evenings (eSmart/Alannah and Madeline Foundation), Ed News items and cyber safety advice to assist parents and guardians to implement strategies at home to protect and keep their children safe online
 - encourage students (more relevant for upper primary year levels) not to bring personal devices such as mobile phones to school, and in the event that a student does have a need for such a device, the student must sign the Personal Devices Agreement (see Appendix 3) and keep their mobile phone in their locker and on silent throughout the school day.

ICT Student User Agreements

Following guidance by the DET Victoria⁹, students will be asked to sign an ICT Student User Agreement (see Appendix 1 and 2) in Term 1 which outlines DSM's expectations for the use of all digital technologies at school (including clubs and before and after-school care), and in the home environment. DSM's Child Safety and Wellbeing Policy outlines the importance of educating children about their rights to meet Child Safe Standard 3- *Child and Student Empowerment* and the ongoing use of ICT Student User Agreements promotes student empowerment in regards to safety in the online space. There is a simplified Student User Agreement for younger year levels (Foundation to Year 2) and a Student User Agreement for upper year levels (Years 3 to 6).

The class teacher will discuss the agreement with the students early in Term 1 before sending them home with students to further discuss with parents, and sign the student declaration. DSM's Child Safety and Wellbeing Policy outlines the requirement for family engagement to meet Child Safe Standard 4. The process of involving parents and caregivers in discussions with their child about the School's ICT Student User Agreements further supports family involvement in promoting child safety and wellbeing in the online environment. The agreements outline acceptable use of ICT devices and equipment at DSM, and by having the student sign this declaration, it supports their understanding of responsible ICT use and giving consent, further supporting Child Safe Standard 3- *Child and Student Empowerment*.

⁸ <https://www.esafety.gov.au/report/cyberbullying>

⁹ <https://www2.education.vic.gov.au/pal/cybersafety/policy>

DSM Policy

Information & Communication Technology (ICT)



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

This agreement promotes students to be responsible, ethical and safe users of devices at all times by notifying a teacher or trusted adult if they feel uncomfortable or unsafe online. Further expectations include students protecting the privacy of themselves and others by not sharing personal information online, handling all ICT devices with care, ensuring their login and password information is kept private and seeking consent when taking or posting a video or photo of another student or staff member. Whenever ICT devices are used, teachers will revise the main safety issues with the students prior to conducting the lesson.

Behaviour expectations encouraged by DSM when students use ICT equipment and devices

“Schools also have a responsibility to educate young people about responsible online behaviour.” - Department of Education and Training in Victoria¹⁰

DSM’s behaviour expectations when using ICT equipment and devices further supports Child Safe Standard 2- *Child safety and wellbeing is embedded in leadership, governance and culture*. This standard is also addressed in DSM’s Child Safety and Wellbeing Policy and Child Safe Code of Conduct. Students are taught how to be safe and responsible with our ICT equipment, and are reminded of device safety throughout the year. Our ICT Student User Agreements (see Appendix 1 and 2) outline student expectations when using ICT equipment at DSM and is reinforced to students throughout the year.

At DSM, cyber safety procedures are incorporated into regular student lessons when using digital technologies. We address content about how to avoid dangers in the technical world. Whilst we use strong safety settings and only gradually expose children to the internet, children might still use digital technologies at home. The below cyber safety tips are shared with parents and caregivers via the school diary. We recommend parents discuss these rules with their children at home and set clear limitations of use. DSM adopts the same rules for students when using ICT equipment and devices at school.

- Don’t give out personal information such as name, address or phone number
- Only take photos after obtaining consent
- Don’t share photos without asking for consent and never share with strangers
- Keep passwords private with the exception of parents
- Don’t download anything without permission
- Tell an adult if anything makes you feel unsafe or uncomfortable online
- Only communicate with people that you know face to face

DSM’s response to allegations of child abuse, social media misuse and online incidents

DSM recognises its role in responding to allegations of child abuse, incidents of social media misuse and online incidents, including outside school hours. As addressed in our Child Safety and Wellbeing Policy, DSM regularly conducts training for DSM staff to ensure they are equipped with the knowledge, skills and awareness to keep children and young people safe, as well as be able identify signs of harm or abuse. This extends to the online environment. The following steps will be taken when responding to such events and are guided by the DET Victoria¹¹ and DSM’s Anti-Bullying Policy:

¹⁰ DET Victoria- <https://www2.education.vic.gov.au/pal/cybersafety/policy>

¹¹ <https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy>

DSM Policy

Information & Communication Technology (ICT)



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

- Identify the incident and whether it is a criminal offence
- Take action by ensuring staff and student is safe, commence further inquiry and record the process
- Engage and contact relevant supports including the leadership team, eSafety Commissioner and/or Victoria Police if appropriate
- Contact parents and adhere to our Anti-Bullying Policy and/or Positive Behaviour Policy
- Content removed by relevant platform if appropriate
- If it is a criminal offence, share relevant material/evidence with Victoria Police and support them in the interview process. Parent requested as independent support person for interview.
- For allegations of child abuse, contact the Department of Health and Human Services (DHHS) Child Protection, Victoria Police and Commission for Children and Young People (if within the school) in a swift manner, as well as report to the Principal and parent or guardian if appropriate
- DSM will provide ongoing support for the student and their family impacted by allegations of child abuse, social media misuse or online incidents

DSM will ensure that the School's response is swift and consistent, and that accurate documentation and records of all correspondence regarding the matter is kept, and stored safely on the School's management platform and network, accessible by the School Leadership team.

Use of ICT Learning Applications to support learning

Students will be provided with login details for a range of learning applications chosen by DSM for use in either the school or home context, such as (but not limited to) Mathletics, Reading Eggs, Onilo and ANTON. DSM recommends that students' and parents' login information is stored at the front of the school diary for easy reference, and asks that students do not share their username or password with others as a privacy measure.

During periods of remote learning, Zoom and Seesaw will be the main applications used as a means of conducting online lessons, providing learning content and feedback when communicating and teaching students. Students will be expected to adhere to the same code of conduct outlined in their ICT Student User Agreement during any period of remote learning, which will be regularly addressed by teachers to serve as a reminder of our expectations for students when working in an online space.

Use of ICT Devices and Equipment at School

All students have the opportunity to use a range of digital technologies as part of their learning programs at DSM including laptops (upper years only), iPads and robotics equipment. Robotics equipment includes Spheros, Ozobots, and Beebots, which are used in guided teaching and learning during programming and coding lessons and clubs. Further details of specific applications used by students at DSM are outlined in the next section.

Teachers are aware of the recommended maximum screen-time limit for children aged 5-17 years as being two hours per day, and ensure that students do not have more than the recommended amount per day during school hours (except during periods of remote and flexible learning).

Examples of Digital Technology usage by DSM students

ICT skills are developed through the use of iPads which may be used to aid students' learning of letter names, phonics, blending of sounds and strategies to achieve reading proficiency in younger year levels. Applications may include ANTON (German and Mathematics), Antolin (German), and Reading Eggs (English- reading fluency and comprehension). Consolidation of key concepts in numeracy may be supported by using applications such as

DSM Policy

Information & Communication Technology (ICT)



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

'Känguru der Mathematik' (problem solving in Mathematics), Number Rack and Mathletics (Mathematics). When conducting standardised assessments in English and Mathematics, students may be required to use iPads for ACER testing biannually, or access the NAPLAN browser on laptops in Years 3 and 5 when completing annual NAPLAN assessments.

Students may also be engaged in recording and editing photos and videos using photo editing applications, and may use the SMART Learning Suite on the iPads at sporadic occasions throughout the year. Students also create and store files on the School's network, thus learning how to save and retrieve files, as well as use QR Reader to access relevant websites as part of their lessons.

Students in upper year levels may use laptops to create presentations for Integrated Studies, French, English or German using Microsoft Powerpoint. Students' typing skills are fostered through the creation of Microsoft Word documents when writing texts in English or German. Furthermore, students use the School's chosen online learning platform Seesaw to upload tasks or edit photos and/or short videos/recordings. The web browser on the laptops may also be a useful learning tool for students when completing guided research projects, or to access English Stars for English comprehension, text type or grammatical activities.

Robotics equipment is used at DSM to enhance students' coding and programming knowledge and skills. Devices or programs which may be used for guided lessons include: Spheros, Ozobots or Osmo Coding with Awbie. Students have the opportunity to collaborate with others in pairs, small groups and other year levels when completing coding tasks. Other ICT devices which may be used in the younger year levels for simple coding and programming include Beebots and Osmo applications such as Words for English or Numbers and Tangrams to support Mathematics learning.

Students are supported by teachers to enter their login information carefully, and are taught the foundations of cyber safety as they are introduced to ICT equipment and device usage. The use of the online learning platform Seesaw is introduced from the Foundation Year, and parents are engaged with their child's learning through the ability to view their child's progress in this online work portfolio.

Use of Personal Devices

Students who carry a personal device to school will be asked to sign the School's Personal Devices Agreement (see Appendix 3) in Term 1, which outlines that personal devices (including mobile phones and smart watches) must be stored in the students' lockers while on silent throughout the day. Students will be provided with a combination padlock for their locker if they have a personal device stored in it, however are reminded that if they choose to bring their personal device/s to school, they do so at their own risk.

The Personal Devices Agreement also outlines consequences for not adhering to the agreement, such as the parent/guardian being informed and/or a plan of action being developed, and the device being confiscated for the remainder of the school day. This agreement is also followed by students attending DSD 1 and DSD 2 with the exception of a padlock. If students need to contact their parent or guardian while onsite, they can do so via the School Office.

School Staff are permitted to use their personal device/s onsite for school purposes, however should not record or store any videos or images of students on their personal device/s. Images and videos of students can be taken for educational purposes using the School's ICT equipment, such as class iPads, subject to our Privacy Policy, Child Safe Code of Conduct and Child Safety and Wellbeing Policy guidelines. This includes protecting the privacy of our students by not uploading group photos or videos to DSM's current learning platform Seesaw. The School will

DSM Policy

Information & Communication Technology (ICT)



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

develop a policy about photography and filming students guided by the current legislation and DET Victoria policy¹² on photographing, filming and recording students.

Authorised use of ICT equipment and of the School network

School Staff gain access to the school network through an authorised account registered in their name and all use of the network must be linked to such an authorised account. The network is used for school purposes only. The School may provide persons other than school staff and students with network access (such as Board members or Casual Relief Teachers) if approved by the Principal or Business Manager. If an account holder suspects that his/her account has been used by another person, the account holder must notify the Principal, Business Manager or ICT Coordinator immediately.

Any editorial changes made to material stored on the School network and management platform should only be made with the express consent/permission of the copyright owner. The authorised source and author of official school information must be identified when students or staff publish information when representing the School.

Unauthorised use of ICT equipment and of the School network

The School reserves the right to take any disciplinary action deemed appropriate to prevent or remedy unauthorised use of the school's computers and the network. The School also reserves the right to regularly monitor the use of its computers and network access to ensure compliance with policies of the School. Unauthorised use of the School's ICT equipment and network may include:

- sending, storing or displaying offensive messages or images
- damaging any of the School's ICT devices or equipment, and/or network
- downloading or installation of software, upgrades or file sharing programs without permission/authorisation
- internet gambling, unauthorised downloading or use of games
- accessing internet sites containing inappropriate content
- sharing your login details with others
- private, commercial or non-educational purposes
- copyright breaches
- disrespect of others' privacy and intellectual property
- harassing, abusing or otherwise seeking to offend or discriminate against any individual, organisation or institution

Consequences for unauthorised use of the School's ICT equipment, devices or School network may result in suspension or loss of access, disciplinary action and/or a report to the relevant law enforcement authority such as Victoria Police or the eSafety Commissioner.

Personal views and official representation

School staff, students and school community members must be aware that their contributions to correspondence and discussion on platforms representing DSM, such as our Facebook page or any other social media networks, may be construed to be representing the position of DSM. In circumstances where the audience of correspondence or

¹² DET Victoria <https://www2.education.vic.gov.au/pal/photographing-students/policy>

DSM Policy

Information & Communication Technology (ICT)

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



published content may reasonably make the conclusion that a personal view is representative of the School, it must be clearly stated that the opinion expressed is that of the writer or publisher, and not necessarily that of the School.

Email

School Staff are provided with an email address, which is expected to be used for correspondence related to their role only. Correspondence is expected to be as per the guidelines outlined in the Staff Code of Conduct. Email addresses of students and family members are not to be shared to external parties without the student or family member's express consent.

Policy Review

This policy shall be reviewed every two years or after any incident.

Updated September 2023

DSM Policy

Information & Communication Technology (ICT)

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Appendices

Appendix 1: Student User Agreement FY – Y2

Appendix 2: Student User Agreement Y3 – Y6

Appendix 3: Student User Agreement – Use of Personal Devices

Student User Agreement FY–Y2

Use of IT and media equipment

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Statement

At Deutsche Schule Melbourne (DSM) we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. We acknowledge that IT and media equipment are important learning and work tools and this agreement aims to provide a safe environment for students.

Following guidance by the Department of Education and Training in Victoria¹, students will be asked to sign this Student User Agreement. The class teacher and parent/guardian should discuss the content with students to foster their understanding. The agreement outlines acceptable use of ICT devices and equipment at DSM, and by having students sign the declaration, it supports their understanding of responsible ICT use and giving consent. The School also acknowledges its role and responsibility in the education process in the students' cyber safety through tailored lessons and consistent teaching of safe online practices across all year levels.

At Deutsche Schule Melbourne we:

- promote the safe and responsible use of digital technologies
- educate our students to be safe and responsible users of digital technologies and to adhere to copyright regulations
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise, educate and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools, communities, data and information to minimise risks
- restrict internet access on junior devices (iPads) and provide a filtered internet service **but acknowledge that full protection from inappropriate content can never be guaranteed**
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority which may include Victoria Police, the eSafety Commissioner or relevant service providers
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to protect their child(ren) through the DSM CyberSafety Parent Guide, parent evenings, advice and newsletter items
- encourage students not to bring personal devices such as smart phones to school, however if the student

¹ Department of Education and Training in Victoria <https://www2.education.vic.gov.au/pal/cybersafety/policy>

Student User Agreement FY–Y2

Use of IT and media equipment



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

does have a need for such a device, the student must sign the Student User Agreement- Use of Personal Devices

Student Declaration

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

<p>Protecting my privacy and the privacy of others by:</p> <ul style="list-style-type: none">• not sharing my personal details, including my full name, telephone number, address, passwords and photos• never taking, posting or forwarding personal details or photos without having permission from the other person first• not interfering with network systems and security or trying to login to the network with a user name or password of another student or staff member• not changing or deleting the data of another user	<p>Taking care of the items I use by:</p> <ul style="list-style-type: none">• carrying all ICT devices with two hands• telling a teacher if I notice anything broken on ICT equipment• returning the ICT device carefully and in the way I received it• not drawing on or damaging the equipment on purpose• never eating or drinking while using equipment or when near the equipment
<p>Taking care of myself and others by:</p> <ul style="list-style-type: none">• respecting others and communicating with them in a supportive manner; never initiating, participating or forwarding online bullying (e.g. unsafe, harmful, inappropriate or hurtful online behaviours, language or messages)• talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online• talking to a teacher or a trusted adult if I see others participating in unsafe, harmful, inappropriate or hurtful online behaviours	<p>Using programs by:</p> <ul style="list-style-type: none">• only using the internet for learning and when I have been told by my teacher to do so²• carefully thinking about the things I download, upload or post online, knowing that this is a personal reflection of who I am and what people think of me• not looking for, sending or saving anything inappropriate, illegal, dangerous or offensive on the equipment and telling the teacher if I see anything like this on the screen• not downloading or uploading any content, programs or games without permission³

² DSM provides iPads to Junior Primary students. No web browser is installed on the devices to restrict internet access. Year 1 and 2 students may use QR Codes to be directed to designated URLs and only use teacher selected webpages for research purposes. Installed applications are equipped with online features.

³ Downloading features are disabled on student iPads.

Student User Agreement FY–Y2

Use of IT and media equipment



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

In addition, Deutsche Schule Melbourne encourages students not to bring personal devices such as smart phones to school, unless there is a specific need for such a device, in which case the Student User Agreement- Personal Devices Agreement applies. A specific need for such a device may include when a student walks home from school on their own and requires a smart phone as a safety measure.

Acknowledgement

This Student User Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. tablets, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- phone calls and video calls
- email and instant messaging
- text messaging
- internet, intranet
- social networking sites (e.g. Facebook, WhatsApp)
- school communication platforms (eg Seesaw, Zoom)
- video and photo sharing websites (e.g. YouTube, Instagram)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- Video On Demand and podcasts
- video conferences and web conferences.

This **Student User Agreement** applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home including remote learning periods.

I understand and agree to comply with the expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences if I do not behave appropriately.

Student Name	
Student Signature	
School Name	Deutsche Schule Melbourne
School Contact No.	+61 3 9489 9364
Parent/Guardian Name	

Student User Agreement FY–Y2

Use of IT and media equipment

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Parent/Guardian Signature	
Date	

To obtain further information on cyber safety, please ask your class teacher for a *DSM Cyber Safety Parent Guide* or refer to the website of the *Office of the Children's eSafety Commissioner* under www.esafety.gov.au

Updated, October 2021

DSM Internal Use

Version and Approval

Status: Updated
Version / Date: V5 / 18.10.2021
Approver: Board
Owner: Tara Burgers and Leon Gabler
Next Review: Every two years or after an incident
Classification: ICT

Related Policies

Child Safe
Child Safe Code of Conduct
Complaints and Grievances
Data Breach Response Plan
Information & Communication Technology (ICT)
Positive Behaviour Policy
Staff Code of Conduct
Student Code of Conduct
Privacy

Related Documents

Cyber Safety Parent Guide
Student User Agreement- Use of Personal Devices
Student User Agreement: Y3 – Y6

Student User Agreement Y3–Y6

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- supervise, educate and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools, communities, data and information
- restrict internet access on junior devices (iPads and laptops) and provide a filtered internet service **but acknowledge that full protection from inappropriate content can never be guaranteed**
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority which may include Victoria Police, the eSafety Commissioner or relevant service providers
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to protect their child(ren) through the DSM Cyber Safety Parent Guide, parent evenings, advice and newsletter items
- encourage students not to bring personal devices such as smart phones to school, however if the student does have a need for such a device, the student must sign the Student User Agreement- Use of Personal Devices

¹Department of Education and Training in Victoria <https://www2.education.vic.gov.au/pal/cybersafety/policy>

Student User Agreement Y3–Y6

Use of IT and media equipment



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

Student Declaration

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

- using the internet for educational and learning processes only²
- handling ICT devices with care
- notifying a teacher of any damage or required attention
- respecting others and communicating with them in a supportive manner and never initiating, participating in or forwarding online bullying (eg unsafe, harmful, inappropriate or hurtful online behaviours, language or messages)
- 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 taking, 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
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I download, upload or post online, knowing that this is a personal reflection of who I am and what people think of me
- not looking for, sending or storing anything inappropriate, illegal, dangerous or offensive on the equipment provided and informing the teacher if the screen displays any such material
- not downloading or uploading any content, programs or games without permission³
- not interfering with network systems and security or attempting to login to the network with a user name or password of another student or staff member
- not interfering or deleting the data of another user
- seeking further advice from a trusted adult if I am unsure whether I meet the terms and conditions of application use (e.g. age restrictions, parental consent requirements)
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and citing references where necessary
- thinking carefully about the content read on the internet and questioning if it is from a reliable source

In addition, Deutsche Schule Melbourne encourages students not to bring personal devices such as smart phones to school, unless there is a specific need for such a device, in which case the Student User Agreement- Personal Devices Agreement applies. A specific need for such a device may include when a student walks home from school

² DSM provides iPads to Primary students. No web browser is installed on the devices to restrict internet access. Classes may use teacher selected webpages for research purposes. Installed applications are equipped with online features. Laptops (mainly used by Y5 and 6 students) have a web browser installed.

³ Downloading features are disabled on student iPads. Laptops require admin password for installation of software. Downloading files (eg photos) not prohibited, but permission to be sought out by student.

Student User Agreement Y3–Y6

Use of IT and media equipment



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

on their own and requires a smart phone as a safety measure.

Acknowledgement

This Student User Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. tablets, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- voice calls and video calls
- text messaging
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook, WhatsApp)
- school communication platforms (eg Seesaw, Zoom)
- video and photo sharing websites (e.g. YouTube, Instagram)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- Video On Demand and podcasts
- video conferences and web conferences.

This **Student User Agreement** applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home including during remote learning periods.

I understand and agree to comply with the expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences if I do not behave appropriately.

Student Name	
Student Signature	
School Name	Deutsche Schule Melbourne
School Contact No.	+61 3 9489 9364
Parent/Guardian Name	
Parent/Guardian Signature	
Date	

Student User Agreement Y3–Y6

Use of IT and media equipment



Deutsche Schule Melbourne Inc, ABN 52 936 931 854

To obtain further information on cyber safety, please ask your class teacher for a *DSM Cyber Safety Parent Guide* or refer to the website of the *Office of the Children's eSafety Commissioner* under www.esafety.gov.au

Updated, October 2021

DSM Internal Use

Version and Approval

Status:	Updated
Version / Date:	V5 / 18.10.2021
Approver:	Board
Owner:	Tara Burgers and Leon Gabler
Next Review:	2 years
Classification:	ICT

Related Policies

Child Safe Policy
Child Safe Code of Conduct
Complaints and Grievances
Data Breach Response Plan
Information & Communication Technology (ICT)
Serious Incident and Mandatory Reporting
Student Code of Conduct
Student User Agreement- Use of Personal Devices
Student User Agreement FY – Y2
Student Welfare

Related Documents

Cyber Safety Parent Guide
Student User Agreement- Use of Personal Devices
Student User Agreement FY – Y2

Student User Agreement

Use of Personal Devices

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Statement

Deutsche Schule Melbourne acknowledges its role in promoting a safe and healthy learning environment for all students, which promotes physical and emotional wellbeing. We encourage families to foster open and honest communication about phone and technology use at home.

A personal device is any electronic device other than devices provided by the School. This includes smart watches. Deutsche Schule Melbourne encourages students not to bring their personal devices to school, but acknowledges that some students need to bring their devices. In such cases, this declaration applies.

Student Declaration

When I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during school times and keeping them in my locker
- respecting the privacy of others by only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours, during remote learning and in social contexts, by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals (including adults) who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces
- knowing that I bring the device to school at my own risk
- knowing that I must not use my device while onsite during the school day, which includes during recess/snack and lunch times

Consequences for not adhering to this policy may include:

- personal device confiscated from the student and available for collection from the school leadership team at the end of the school day
- parent or guardian informed and/or plan of action is developed

Acknowledgement

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences if I do not behave appropriately.

Student User Agreement

Use of Personal Devices

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Student Name	
Student Signature	
School Name	Deutsche Schule Melbourne
School Contact No.	+61 3 9489 9364
Parent/Guardian Name	
Parent/Guardian Signature	
Date	

To obtain further information on cyber safety, please ask your class teacher for a *DSM Cyber Safety Parent Guide* or refer to the website of the *Office of the Children's eSafety Commissioner* under www.esafety.gov.au

Updated, July 2021

Student User Agreement

Use of Personal Devices

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



DSM Internal Use

Version and Approval

Status:	Updated
Version / Date:	V2 / 26.07.2021
Approver:	Board
Owner:	Tara Burgers
Next Review:	2 years after last publishing date
Classification:	ICT and Student Wellbeing

Related Policies

Child Safe Policy
Child Safe Code of Conduct
Complaints and Grievances
Data Breach Response Plan
Information & Communication Technology (ICT)
Positive Behaviour
Student Code of Conduct
Student User Agreement: Personal Devices
Student User Agreement FY – Y2
Student Welfare

Related Documents

Cyber Safety Parent Guide
Student User Agreement FY – Y2
Student User Agreement Y3 – Y6