Digital Technology at Northern School for Autism

Information for parents of primary school students

Our commitment to the responsible use of digital technology

At Northern School for Autism, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • Our **Mobile Phone Policy** outlines our school's expectations relating to students using mobile phones during school hours. • We have clear and appropriate consequences when students breach these expectations, in line with our **Student Wellbeing and Engagement Policy**.
	We teach appropriate conduct • We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	We partner with families • We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	We provide access to technology • We provide access to educational software for students to use. ○ Including Microsoft 365 Applications, Google Apps and Adobe Creative Suite. • We create student email accounts which are non-identifiable.
	We supervise digital learning • We supervise students using digital technologies in the classroom, consistent with our duty of care. • We use clear protocols and procedures to protect students working in online spaces.
	We take appropriate steps to protect students • We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. • We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents • We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. • We refer suspected illegal online acts to the police.

Digital Technology at Northern School for Autism

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	Establish clear routines • Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include: ○ Requiring devices to be used in a common area, such as a living room or kitchen ○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene. • Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.
	Restrict inappropriate content • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group. • Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	Talk about online safety • Talk with your child about the importance of protecting personal information and recognising online scams. • Encourage your child to talk to you or another trusted adult if they feel unsafe online. • More resources can be found at ○ https://www.esafety.gov.au/parents
	Model responsible and balanced technology use • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. * • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us • Let your child's teacher know about concerns you have regarding their technology use • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

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*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

• no more than 2 hours of sedentary recreational screen time per day

• avoiding screen time 1 hour before sleep

• keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides resources for parents, and outlines available counselling and support services.

Digital Technology at Northern School for Autism

Personal devices at Northern School for Autism

Northern School for Autism <u>does not</u> operate a Bring Your Own Device (BYOD) Program.

However, some students may need bring their own Personal Communication Devices to be able to interact with their learning and to communicate their needs.

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

Northern School for Autism will provide the following technical support services for personal devices brought to school:

- Support to access software, such as Microsoft 365, Google Apps, Compass and Adobe Creative Applications.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Please note that our school <u>does not have insurance</u> to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Digital Technology at Northern School for Autism

For students

What we expect

Below are our expectations of students at Northern School for Autism when using digital technologies.

Be safe	**At Northern School for Autism, we protect personal information and keep safe online.** We do this by: • Not sharing our password or using someone else's username or password. • Logging out of our devices when they are not in use. • Restricting the personal information we post online, including images and videos.
Be respectful	**At Northern School for Autism, we are kind and show respect to others when using technology.** We do this by: • Acting with kindness and never bullying others online. • Thinking about how our words might make others feel before we say or write them. • Only taking photos or recordings of others when they are aware and have given us permission to do so. • Seeking permission before sharing others' information online.
Be responsible	**At Northern School for Autism, we are honest, handle technology with care and follow the school rules.** We do this by: • Handling devices with care. • Not interfering with devices, school systems, or other students' work. • Not downloading or using inappropriate programs like games. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others. • Turning off and securely storing our mobile phone during school hours. • Ensuring a healthy balance between screen time and offline activities at school.
Ask for help	**At Northern School for Autism, we ask for help if we feel unsure or see something inappropriate.** We do this by talking to a teacher or a trusted adult if: • We feel uncomfortable or unsafe. • We see others participating in unsafe, inappropriate, or hurtful online behaviour. • We notice any damage to school technologies. • We need help understanding about a digital tool or how it can be used.

Support for students:

The e-safety commissioner's eSafety kids page has helpful information to help you stay safe online.

Digital Technology at Northern School for Autism

RETURN THIS SECTION

Parents are encouraged to speak with their students prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.

_____

Student Name

Parent/carer acknowledgement

this information has been received and read

_____   _____

(Parent/carer name)   *(Date)*

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

Student Agreement *(optional)*

I understand and commit to uphold the expectations on me as a student at Northern School for Autism when using digital technology.

I will do my best to:

- **be safe** *to protect personal information and keep safe online.*
- **be respectful** *and kind to others when using technology.*
- **be responsible** *by demonstrating honesty, handling technology with care and following the school rules.*
- **ask for help** *if I feel unsure or see something inappropriate.*

I will continue to learn about how to use digital technology in a safe and responsible way.

_____   _____

(Student's signature)   *(Date)*

Digital technology at Northern School for Autism

Information for parents of secondary school students

Our commitment to the responsible use of digital technology

At Northern School for Autism we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do

	We set clear expectations • We have clear expectations about appropriate conduct using digital technologies. • Our **Mobile Phone Policy** outlines our school's expectations relating to students using mobile phones during school hours. • We have clear and appropriate consequences when students breach these expectations, in line with our our **Student Wellbeing and Engagement Policy**.
	We teach appropriate conduct • We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	We partner with families • We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	We provide access to technology • We provide access to educational software for students to use. ○ Including Microsoft 365 Applications, Google Apps and Adobe Creative Suite. • We create student email accounts which are non-identifiable.
	We supervise digital learning • We supervise students using digital technologies in the classroom, consistent with our duty of care. • We use clear protocols and procedures to protect students working in online spaces
	We take appropriate steps to protect students • We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. • We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	We appropriately manage and respond to online incidents • We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. • We refer suspected illegal online acts to the police.

Digital technology at Northern School for Autism

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	Establish clear routines
	
	• Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:
	    o Requiring devices to be used in a common area, such as a living room or study area
	    o Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.

	Restrict inappropriate content • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	Talk about online safety • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. • Encourage your child to talk to you or another trusted adult if they feel unsafe online. • More resources can be found at o https://www.esafety.gov.au/parents
	Model responsible and balanced technology use • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.* • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	Work with us • Let your child's teacher know about concerns you have regarding their technology use • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

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- no more than 2 hours of sedentary recreational screen time per day
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Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides advice for parents, and outlines available counselling and support services.

Digital technology at Northern School for Autism

Personal devices at Northern School for Autism

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However, some students may need bring their own Personal Communication Devices to be able to interact with their learning and to communicate their needs.

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

Northern School for Autism will provide the following technical support services for personal devices brought to school:

- Support to access software, such as Microsoft 365, Google Apps, Compass and Adobe Creative Applications.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

Please note that our school <u>does not have insurance</u> to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Digital technology at Northern School for Autism

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Be respectful	*At* Northern School for Autism*, we are kind and show respect to others when using technology.* We do this by: • Acting with kindness and never bullying or impersonating others online. • Thinking about how our words might make others feel before we say or write them. • Only taking photos or recordings of others when they are aware and have given us permission to do so. • Seeking permission before sharing others' information online. • Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
Be responsible	*At* Northern School for Autism, *we are honest, handle technology with care and follow the school rules.* We do this by: • Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own. • Following the terms and conditions of any digital tool we use. • Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions. • Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools. • Turning off and securely storing our mobile phone during school hours. • Ensuring a healthy balance between screen time and offline activities at school.
Ask for help	*At* Northern School for Autism, *we ask for help if we feel unsure or see something inappropriate.* We do this by talking to a teacher or a trusted adult if: • We feel uncomfortable or unsafe. • We see others participating in unsafe, inappropriate, or hurtful online behaviour. • We notice any damage to school technologies. • We need help understanding about a digital tool or how it can be used.

Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides information for young people, and outlines available counselling and support services.

Digital technology at Northern School for Autism

RETURN THIS SECTION

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_____

(Student name)

Parent/carer acknowledgement

this information has been received and read

_____   _____

(Parent/carer name)   (Date)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

Student Agreement *(optional)*

I understand and commit to uphold the expectations on me as a student at Northern School for Autism when using digital technology.

I will do my best to:

- **be safe** *to protect personal information and keep safe online.*
- **be respectful** *and kind to others when using technology.*
- **be responsible** *by demonstrating honesty, handling technology with care and following the school rules.*
- **ask for help** *if I feel unsure or see something inappropriate.*

I will continue to learn about how to use digital technology in a safe and responsible way.

_____   _____

(Student's signature)   (Date)

CONSENT FOR OFFICE 365, MINECRAFT, GOOGLE APPLICATIONS (*GOOGLE CLASSROOMS*) & OTHER SERVICES BELOW

INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.

Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
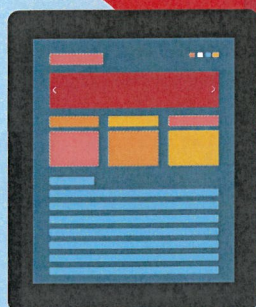- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Stream
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition
- Google Applications

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on Office 365 visit:

https://products.office.com/en-au/student/office-in-education

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

VICTORIA State Government | Education and Training

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✔ **Example information students can safely put online**

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✖ **Example information students should always be cautious of putting online**

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

Please complete the section below to __CONSENT__ for your child to have access to this online service.

If not returned your child will not have access to Office 365 and you understand that alternative arrangements for allocating work will be made

Office 365 – Opt- In Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything for your child to have access to this service.**

Student Name:

Home room:

Date:

Parent / Guardian Name:

Parent / Guardian Signature: