



Digital Citizenship Policy

Rationale

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

TenForward recognises that by fostering a culture of successful digital citizenship in our students, staff and our wider community we are encouraging everyone to take responsibility for themselves and others in their use of ICTs. This allows us to harness the potential that technology brings to the teaching and learning process, while minimising *and* learning to effectively respond to the challenges we may experience while using them in a learning context.

TenForward is aware that preparing our students to make effective use of ICTs is an important part of their preparation for participation and contribution in society today and into the future.

It is our belief that we must prepare our students to actively participate in the world in which they live. It is clear that a key skill in this new world will be their ability to participate as effective digital citizens. An important part of learning these skills is being given the chance to experience the opportunities, and the challenges presented by technology in a safe, secure and nurturing environment, where clear, effective guidance can be sought as students and teachers learn.

Policy

TenForward 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.

TenForward 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, especially in social media.

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

- TenForward has use agreements a part of its approach to maintaining a safe environment, for both staff and students. Access to these facilities is reliant upon signing the use agreement.
- Because students are the users of ICT at TenForward who are learning to use more advanced online techniques, we want them to understand their accountability for their actions and behaviour, which is why we ask they sign the student agreement.
- Parents also must sign a digital citizenship agreement, which additionally covers permission for their child to be featured in TenForward social media.
- TenForward has the right to monitor, access and review all use of their internet facilities and ICT equipment, and may carry out an audit of equipment owned or leased by TenForward at any time.
- Devices brought by students to TenForward must not be used to access inappropriate content while at TenForward.
- All games and content viewed must be age appropriate. Eg games rated R16 will not be allowed to be played when any children under 16 are present.
- Confidential data collected via the Google Forms booking system is not to be shared with anyone.



- Content created at TenForward, eg a social media video, becomes property of TenForward, and acknowledges the children featured. We want to celebrate and encourage the production of work the children are creating. It may be posted on any TenForward channel for promotional use and general content. Children and parents may share the TenForward posts to their own accounts.
- Bullying is not tolerated online or offline. No bullying, trolling, fighting or discrimination of any kind will be tolerated - this will result in a consultation with the parents and child, and if a suitable behaviour resolution is not achieved, then time at TenForward may be restricted.
- Stealing or damaging items from TenForward or from other children is absolutely forbidden. Damage to equipment or items for sale, or other children's belongings needs to be resolved by paying for a replacement. Stealing is a breach of trust and respect, and results in a TenForward Ban.
- Children may log into their own accounts, but they must log out when they are done. Nobody shall interfere with any account that has been left logged in - this is a major breach of privacy, and will result in a TenForward Ban.
- The environment is designed to encourage successful and enjoyable online behaviour and digital citizenship safely, and learn effectively from errors - without being overly restrictive. Children who attend TenForward are assumed to have a reasonable understanding of the online world and we want to enhance the positive nature of their activities.