

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Whittington Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

DEFINITIONS

For the purpose of 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.

POLICY

Vision for digital technology at our school

Whittington Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Whittington Primary 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. Our school's vision is to empower students to use digital technologies

safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Devices at Whittington Primary School

Classes at Whittington Primary School are delivered with the use of iPads and laptops. Students are provided these devices through the school's Technology Purchasing Plan.

Students are expected to treat school all devices with appropriate care to ensure that all devices are suitable for use over their 4 year tenure at Whittington Primary School.

Students are required to ensure their assigned device:

- be kept at school in a protective case
- only be used for learning activities

The school is responsible for insuring devices against accidental damage. If a student is found to be responsible for any intentional damage to school devices, they will be asked, together with their parents or carers, to contribute to the costs of repair.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Whittington Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Whittington Primary School, we:

- explicitly teach appropriate use of technology through our PBS Matrix
- ensure students are aware of their responsibilities through explicitly unpacking Whittington Primary School's Acceptable Use Agreement
- explicitly teach strategies for safe use of Apps and websites to all staff
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify classroom teacher as appropriate, immediately.

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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Whittington Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Whittington Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges. e.g. Locking of iPads as controlled by the teacher.
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

FURTHER INFORMATION AND RESOURCES

Refer to the school website <https://www.whittingtonps.vic.edu.au/our-school/policies-and-reports/policies> for the following:

- Bullying and Prevention Policy
- Department's Student Engagement and Inclusion Guidelines
- Positive Behaviour Matrix
- Statement of Values and School Philosophy
- Student Handbook
- Student Wellbeing and Engagement Policy

REVIEW CYCLE

This policy was last updated on 2 March 2020 and is scheduled for review in September 2021.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

ACCEPTABLE USAGE AGREEMENT FOR DIGITAL TECHNOLOGES

Parents - I hereby give permission for my child to use technology supplied by the school for the purpose of supporting their learning, including the use of the internet, DET software and cloud services such as Google Apps. I understand that my child must use the equipment provided and comply with the terms of acceptable use and expected standards of behaviour set out within the Department of Education and Training 'Acceptable Use Agreement'. I understand that I may be liable for any damage or loss associated with the misuse of school technology by my child. I also give my permission for school staff to monitor and review any material accessed, sent, altered, printed or saved by my child to ensure their safety and the safety of others.

Students - I agree to use school technology in a safe, responsible and ethical manner to support and enrich my learning. I will not access media that falls outside of the schools policies or download unauthorised programs and games. I understand that I must maintain my privacy and protect the privacy of others when working online. I understand that there are actions and consequences if I do not use the technology or behave online appropriately. I will speak to school staff if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour. I will handle all devices with care and notify staff of any damage or attention required.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the school in writing.

I have read and discussed this Acceptable Use Agreement with my child.

Signature of Parent/Guardian: Dated/...../20.....