

## DIGITAL TECHNOLOGIES POLICY

(Internet, Social Media & 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 Billanook Primary School.

Staff use of technology is governed by the Department’s *Acceptable Use Policy* and Billanook Primary School’s *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* 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**

##### **Rationale**

To promote educational excellence and enhance the student learning environment through the use of a range of technological and multimedia equipment. The students will experience how information can be acquired, processed, stored, retrieved, manipulated, presented and communicated to others.

The school has an important role in preparing students for 'online communities', even though students and teachers may not access some online communities at school (eg. Facebook).

Before our students start to use school provided devices to explore the Internet, it is crucial to make sure everyone understands what is appropriate online behaviour.

Behaving safely online means:

- using online etiquette and the Tribes Agreements when using or handling ICT equipment
- protecting privacy and personal information (we used to call it 'stranger danger')
- protecting the privacy of others (this can be sharing personal information or images)
- selecting appropriate spaces to work and contribute
- being proactive in reporting any inappropriate material or requests to a parent or guardian, or teacher at school

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Billanook Primary School has developed proactive strategies that help to minimise these risks to our students

Billanook Primary School understands that 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.

## BILLANOOK PRIMARY SCHOOL – POLICY BOOK

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

### **Aims**

Information Communication Technology will be used to enhance knowledge, skills and behaviours through:

- thinking and learning producing creative and innovative insights;
- problem solving and working individually and collaboratively;
- creating information products demonstrating their understanding of concepts, issues, relationships and processes;
- expressing themselves in contemporary and socially relevant ways;
- communicating locally and globally to problem solve and share knowledge;
- understanding of the social and ethical responsibilities of using ICT, including cyber bullying and cyber safety.

ICT will be used as a learning tool for:

### **Visual Thinking:**

Students use ICT tools to assist their thinking process, problem solve and reflect on the processes they use.

### **Creating:**

Students learn to use ICT efficiently to capture, validate and manipulate data for required purposes.

### **Communicating:**

Students use ICT to communicate with known and unknown participants with the purpose of seeking and discussing alternative views, acquiring expert opinions, sharing knowledge and expressing ideas.

### **Curriculum:**

Access interactive and engaging websites.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Billanook 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.

## BILLANOOK PRIMARY SCHOOL – POLICY BOOK

At Billanook Primary School:

- The school will ensure adequate staff professional learning to provide the skills necessary for staff to carry out the implementation of integrating ICT into the curriculum.
- Staff abide by the ICT Code of Conduct and are familiar with the DET Acceptable Use Policy.
- The ICT Co-ordinator and principal will liaise with staff and technical support to manage and maintain the school's network, intranet, web page and related hardware and software.
- Online sites and digital tools will be used to support students' learning, and focus our use of digital technologies on being learning-centred. Our school actively supports equal access by students to the widest variety of information resources available.
- Use of digital technologies in the classroom will be restricted to specific uses with targeted educational or developmental aims
- Students and staff will have filtered internet and email access as per Department Guidelines, the filter will block access to inappropriate content
- Staff will supervise and support students using digital technologies in the classroom
- Parents and the community will be kept informed of how ICT is utilised in the curriculum.
- Parents and the community will be invited to access various ICT components to remain informed and share in student learning. i.e. Compass, Class Dojo.
- The school will effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- The school will have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- The school will educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online

## BILLANOOK PRIMARY SCHOOL – POLICY BOOK

- The school will actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- Students and staff will be made aware of copyright regulations.
- Promote an Acceptable Use Agreement outlining the expectations of students when using digital technology at school All students will be required to fill in an ICT Student Code of Practice in Foundation or when enrolling at the school. This Code of Practice will be discussed annually prior to students using ICT equipment
- 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. The Code of conduct and iPad protocols will be displayed in each classroom
- 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
- Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.
- Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about individual or group's race, religion, national origin, sexual preference, or physical attributes will be transmitted. Violations of any guidelines listed will result in disciplinary action.
- All Internet access will be supervised by staff.
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation
- Privacy of students, parents, staff and other users will be respected at all times.
- The Internet, Intranet and e-mail facilities are not to be used for any illegal or inappropriate use and digital content must not contain material that may be considered offensive or disruptive.
- Bullying and harassment behaviours that occur at school, or outside of school (if known), will be documented by staff. This includes conversations or messages on social networking forums

## BILLANOOK PRIMARY SCHOOL – POLICY BOOK

- 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. Parents or guardians are required to complete the Digital Consent form in Foundation or when enrolling at the school. This form will be valid for the duration of the child's schooling at Billanook Primary School. If parents or guardians wish to withdraw this authorisation, it will be their responsibility to inform the Principal in writing.

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 their 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 Billanook 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), Billanook 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
- removal of email privileges
- 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.

**ANNEXURE A: ACCEPTABLE USE AGREEMENT**

**Acceptable Use Agreement**

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)

**REVIEW CYCLE AND EVALUATION**

This policy was last updated on:

**Date:**

Feb 2019

**Evaluation and Review:**

Feb 2020

**Ratified and Approved by School Council: Date**