

DIGITAL TECHNOLOGIES: INTERNET AND DIGITAL DEVICES

Noted by School Council: 2020

VISION: Create authentic and collaborative learning environments where students motivate themselves and others to become independent 21st century learners by using a wide range of information and communication technologies

PURPOSE:

The purpose of the Digital Technologies policy is to ensure that all students and members of our school community understand:

- The school's commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at the school including our Year 3 – 6 1 to 1 personal device program
- Expected student behaviour when using digital technologies including the internet, social media and digital devices (computers, laptops, iPads)
- The school's commitment to providing safe, responsible and discerning use of digital technologies and education students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- 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 Athol Road Primary School

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

DEFINITION

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 or send any information such as text, images, audio or video.

GUIDELINES

- Athol Road Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and iPads:
 - provides students with rich opportunities to support learning and development in a range of ways.
 - supports learning that is interactive, collaborative, personalised and engaging.
 - enables our students to interact with and create high quality content, resources and tools
 - supports learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication
 - allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world.
- The school actively supports student access to the wide variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information
- All staff and students will have censorship filtered internet access
- All staff and Year 3 – 6 students will have email access with their own password protected internet account and log on
- Access is a privilege that infers responsibility and not simply a right to be expected
- An Internet Acceptable Use Protocol is required to be signed each year
- All persons under the age of 18 years, wishing to access the school computers, are required to have signed the protocol agreement and gained permission of a member of the teaching staff
- The school reserves the right to deny access to any user deemed to be in breach of policy guidelines
- All users are required to abide by the generally accepted rules of network etiquette including:
 - using appropriate language
 - not revealing personal address or phone numbers of self, other students or colleagues
 - using the network in such a way not to disrupt the use of the network by other users
- Athol Road Primary School
 - makes no warranty of any kind, expressed or implied, for the service provided
 - accepts no responsibility for the accuracy or quality of information obtained through its services
 - prohibits vandalism (malicious attempt to harm, modify and/or destroy data of another user) and harassment (persistent annoyance of another user or interference with another user's work)
 - prohibits use of commercial activities
 - prohibits transmission of any material in violation of school, DEECD policy or Federal or State regulation including, but not limited to, copyright material, threatening and obscene material
- Security problems on the internet are to be directed to the system administrator immediately

IMPLEMENTATION

- Students in Years 3-6 have access to a Google G-Suite cloud account
- All staff have access to a Google G-Suite cloud account
- Students are permitted to access the Internet only after the Internet protocol has been signed by both parents and students
- It is the responsibility of school personnel to ensure that information stored in G-Suite meets legal requirements and standards of general practice in relation to copyright, safety and decency
- Teachers will be responsible for making sure all digital work is monitored regularly for accuracy, appropriateness, grammar and spelling
- Use of computers, mobile devices and associated hardware will be supervised by staff
- Use of Gmail [email] is restricted to educational use only
- Violation of the policy will result in:
 - Step 1: Banned from computer use for one week, a time out and letter to parents
 - Step 2: Banned from computer use for one month, no Reward Day and letter to parents
 - Step 3: Banned from computer use for one term, meeting with parents, teacher and Principal/Assistant
- Uploading of web page content will be the role of the Digital Learning Manager
- All students and staff will be responsible for notifying their teacher of any inappropriate material
- Privacy of all users must be recognised and respected at all times. When identifying students, only the student's first name is to be used

EVALUATION

- The program will be evaluated through the eLearning Plan
- The policy will be reviewed as part of the school's policy review cycle