



DIGITAL TECHNOLOGIES: INTERNET AND DIGITAL DEVICES

Approved by School Council: 2020



If you need help to understand the information in this policy, please contact the school on 9547 1224

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
- the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Athol Road Primary School. Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Athol Road Primary School's Child safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITION

For the purpose of this policy, 'digital technologies' are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

GUIDELINES

- The use of digital technologies is a mandated component of the Victorian Curriculum F-10.
- Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative.
- 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.
- Athol Road 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.
- 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
 - effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
 - educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
 - have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
 - refer suspected illegal online acts to the relevant law enforcement authority for investigation
 - support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletters, website/school portal
- 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
- Staff must complete a Privacy Impact Assessment for all online services used by students
- Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Athol Road Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.
- 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 a teacher or the principal 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.
- Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.
- In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate eg. where the student is also a family member of the staff.
- If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them and to notify the school and/or parent or carer if the student does not do so.
- When using digital technologies, students are expected to behave in a way that is consistent with Athol Road Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. <https://atholroadps.vic.edu.au/parents/#policies>
- 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), Athol Road Primary School will institute a staged response, consistent with our student engagement and behaviour policies.
- 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- School website
- Induction processes
- Staff handbook/manual
- Staff briefings/meetings as required
- Parent Information sessions
- Newsletters
- Hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2020
Approved by	School Council
Next scheduled review date	June 2022

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

- [Digital Learning Acceptable Use](#)