

Digital Technologies Policy

(Internet, Social Media and Digital Devices)

Purpose

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 personal device program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 Derrimut 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

Derrimut 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.

Derrimut 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.

iPads at Derrimut Primary School

As part of Derrimut Primary School's 1:1 iPad program, students in Year 3-6 at Derrimut Primary School are provided with an iPad in Term One of each year. The device is on loan and remains property of EQUIGROUP and Derrimut Primary School. Families of Year 3 to 6 students are required to make a payment of \$110 per school year that is incorporated into the Student Book Pack fee. This amount covers insurance, theft, accidental damage, software, the device, covers, charging brick and charging cord. Before iPads are distributed to students, both parents and students will need to sign and return the Acceptable Use Agreement (see Appendix A).

If families are unable to pay the \$110 payment the device will still be made available to the student at school, however the iPad will not be allowed to go home with the student. If families have made the payment but not signed and returned the Acceptable Use Agreement form, the iPad will remain at school.

In the event of damage to the device an excess of \$160 is charged to the families if the student is deemed at fault or has breached the Acceptable Use Agreement. A damage report will be completed by the classroom teacher and signed by the parents of the student. In the event the charging brick or cord is lost or damaged, parents will be required to replace the charger with an authentic Apple charger. This is to be signed off by the classroom teacher when sighted and tested.

Any student who leaves Derrimut Primary School throughout the term of the agreement must return the device in its original case, charging brick and charging cord in full working order without damage.

At the end of the agreement all students must return the device, charging brick and charging cord in full working order and without damage.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Derrimut Primary School, we are committed to educating all students on how to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. Derrimut Primary School is an eSmart school and is recognised for its commitment to online safety.

At Derrimut Primary School, we:

- 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 eSmart learning
- 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 will only be permitted where students and their parents/guardians 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 or Technician 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 Derrimut Primary School's Student Wellbeing Handbook.

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), Derrimut 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 device privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Student Wellbeing Handbook.

If any of the privileges are removed from a student, a meeting between the parent, student and teacher is to take place before the privileges are reinstated.



Evaluation

This policy will be reviewed as part of the school's 2 year review cycle.

This policy was last ratified by School Council in 2019 and will be reviewed in 2021.



Appendix A: Acceptable Use Agreement