



# DIGITAL TECHNOLOGIES

## (Internet, social media and digital devices)

### POLICY DETAILS

<b>Policy Title</b>	DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)
<b>Creation Date</b>	16 <sup>th</sup> April 2020
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### 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 for grades in 3-6 students and iPad program for grades Prep-2 students
- 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 Harcourt Valley 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

Harcourt Valley 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.

Harcourt Valley 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.

### **Netbook and iPads/Tablets at Harcourt Valley Primary School**

Classes at Harcourt Valley Primary School are delivered with the use of netbooks and iPads/Tablets.

Netbook make, model and cost will be determined by the school leadership team, school IT technician, school council and be guided by DET purchasing/leasing requirements.

For grades 3 – 6 students a netbook rental agreement is required for every student each year.

The computer rental agreement between Harcourt Valley Primary School and Parents/Carers will be completed at the start of term 1 each year.

A rental fee and bond will be determined by the school and approved by school council the prior year to renting a netbook. This rental fee will be for the current calendar year only and includes insurance for theft, loss and damage.

Harcourt Valley Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork.

For further information regarding fees refer to the Harcourt Valley Primary School Parent Payment policy.

Students, parents and carers who would like more information or assistance regarding our netbook program are encouraged to contact the school principal on 03 5474 2266.

For grades Prep to 2 students using iPads/Tablets.

Harcourt Valley Primary School will purchase/lease iPads/Tablets. The make, model and cost will be determined by the school leadership team, school IT technician, school council and be guided by DET purchasing/leasing requirements.

The iPads/tablets will be provided to classroom teachers to deliver the required school program to grades prep to 2 students.

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Harcourt Valley 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 Harcourt Valley 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.
- 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 the 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, Netbook Rental Agreement or iPad loan 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 the classroom teacher or principal, 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 Harcourt Valley Primary School's *Code of Conduct*, *School 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), Harcourt Valley 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.

Refer to Harcourt Valley Primary School's Acceptable Use Agreement