

DIGITAL TECHNOLOGIES

(INTERNET, SOCIAL MEDIA AND 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
- (e) To support the school in implementing the ICT and digital technologies component of the curriculum in a safe, balanced and appropriate way, that supports and enables learning.

Scope

The use of digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their curriculum program(s).

Schools must develop their own local policy on student use of ICT/digital technologies, including the internet.

This policy applies to all students at Tarneit Rise 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.

1-to-1 learning program

Where each student has ongoing access to a digital device at school for educational purposes

Digital learning

Any type of learning that is facilitated by technology and any instructional practice that is effectively using technology to strengthen and/or transform the learning experience.

ICT/digital technologies

The 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.

Policy

Vision for digital technology at our school

Tarneit Rise Primary School understands that safe and appropriate use of digital technologies including the internet, applications, 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.

Tarneit Rise 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 aim 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.

iPads at Tarneit Rise Primary School 2022 and beyond

During 2022 it is intended that that year 3 and 5 students at Tarneit Rise Primary School will be introduced to a Bring Your Own Device (BYOD) program.

Tarneit Rise Primary School has special arrangements with be making arrangements with a local supplier (TBA) that offers discounted prices for the lease or purchase of iPads for Tarneit Rise Primary School students.

Students will be required to have their own iPad that must:

- be brought to school in a protective case

- have at least 10 GB of storage
- fully charged each day

Please note the school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Safe and appropriate use of digital technologies

The school will refer to the [Cybersafety and Responsible Use of Digital Technologies Policy](#) for information on measures that we are required to take:

- to protect students from risks associated with digitally-enabled learning, and
- to respond to any online incidents

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Tarneit Rise 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 Tarneit Rise 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 [insert details of specific programs]
- 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 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 the principal/ assistant 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Tarneit Rise 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), Tarneit Rise 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.

Evaluation

This is a mandatory policy, first developed in this format in May 2019, updated in September 2019 and again in September 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early September 2020).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
Sept 2021	2022	106	4	June 2020

Reference:

<https://www2.education.vic.gov.au/pal/digital-learning>

Please refer also to the school's *Personal Devices –Access Policy*.

Appendix A: Acceptable Use Agreement

Acceptable Use Agreement

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

Appendix B: TRPS Acceptable Use Agreement



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Appendix A: Acceptable Use Agreement