

DIGITAL TECHNOLOGIES (Internet, Social Media and Digital Devices) POLICY



Templestowe Heights
PRIMARY SCHOOL

PURPOSE

The purpose of this policy is 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 (such as computers and tablets), at school;
- (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.

SCOPE

This policy applies to all students at Templestowe Heights Primary School.

Staff use of digital technologies is governed by the Department of Education and Training's *Acceptable Use Policy*.

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.

Vision for digital technologies

Templestowe Heights Primary School understands that digital technologies provide students with rich opportunities to support learning and development in a range of ways.

The appropriate use of digital technologies develops our school's high quality teaching and learning, administration and management. We aim to provide a comprehensive curriculum through planned learning programs that integrate the use of digital technologies at all levels to improve and enhance student achievement.

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.

The 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.

Use of digital technologies

All teachers and students will have routine access to a range of digital technologies.

Teachers will integrate the use of ICT into units of study across the Victorian Curriculum to ensure that all students have the opportunity and encouragement to develop skills in the use and application of digital technologies.

Staff will be encouraged to participate in regular professional development in order to keep abreast of innovations in the use of digital technologies.

The level of proficiency attained by students in the use of ICT will be monitored using the THPS ICT Skills Checklist.

The school will regularly audit its digital technology resources and implement responsible budgeting to ensure that digital technology resources at Templestowe Heights Primary School are maintained and updated in accordance with technological advancement.

Year 5 and 6 iPad Program

Our school operates a Bring Your Own Device (BYOD) program for students in Year 5 and 6, which means students in those year levels are encouraged to bring their own iPad to school each day to be used during class time for different learning activities.

The school does not have insurance to cover damage to students' iPads, and parents/carers are encouraged to obtain their own insurance to cover accidental damage, theft and loss of their child's iPad.

The school has arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the year 5/6 teachers, Principal or Assistant Principal.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. The school is 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.

Templestowe Heights Primary School is an eSmart school. eSmart is an initiative of the Alannah and Madeline Foundation and funded in Victoria by the State Government. It provides a guiding framework for schools to manage cyber risks and supports schools to embrace the benefits of technology while reducing children's exposure to cyber risks such as cyber bullying, online sexual predation, identity theft and fraud.

At Templestowe Heights Primary School, we:

- (e) use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- (f) restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims;
- (g) supervise and support students using digital technologies in the classroom;
- (h) effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students;

- (i) have programs in place to educate our students on safe, responsible and discerning use of digital technologies, including the Allannah Madeline Foundation *Digital Licence* program;
- (j) educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- (k) actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours;
- (l) have an Acceptable Use Policy outlining the expectations of students when using digital technology at school;
- (m) use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity;
- (n) 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;
- (o) provide a filtered internet service to block access to inappropriate content;
- (p) refer suspected illegal online acts to the relevant law enforcement authority for investigation; and
- (q) 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 be subject to an Acceptable Use Policy.

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 [insert relevant role, i.e. classroom teacher, the administration] as appropriate, immediately.

Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as set out in the school's *Personal Property policy*.

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 the school's *Statement of Values, Acceptable Use Agreement, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. This includes during school excursions, camps and extra-curricular activities.

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), the school will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

All incidents of Cyberbullying must be referred to the Principal or Assistant Principal and the Classroom teacher for investigation and any action taken will be in line with the *Student*

Engagement & Wellbeing Policy. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.

Students are advised to report an incident to their teacher immediately if:

- (r) they have experienced an incident of Cyberbullying;
- (s) they feel the welfare of other students at the school is being threatened;
- (t) they come across sites which are not suitable for our school;
- (u) someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information;
- (v) they accidentally do something which is against the rules and responsibilities they have agreed to.

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 as outlined in the school's *Acceptable Use Agreement, Student Wellbeing and Engagement* and *Bullying Prevention* policies.

FURTHER INFORMATION AND RESOURCES

- *ICT Acceptable Use Agreement* (found on enrolment form) needs
- *Bullying Prevention Policy*
- *Complaints Policy*
- *eSmart Policy*
- *iPad Acceptable Use Agreement*

Review Cycle

This policy was last updated on 21 November and is scheduled for review in November 2020.