



# DIGITAL TECHNOLOGIES POLICY (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, including our 1-to-1 personal device program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers and laptops)
- (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 Westbreen 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:

- Westbreen Primary School 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)

## 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 learning at our school

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.

Westbreen 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.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Westbreen Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Westbreen 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 cyber safety during the City Link program
- 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

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 Laptop Contract.

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 Home Group teacher 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 Westbreen 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), Westbreen 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
- removal of device
- 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

- Available publicly on our school's website [or insert other online parent/carers/student communication platform]
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools

## REVIEW CYCLE

This policy was last updated in July 2022 and is scheduled for review in July 2024.

## ANNEXURE A: ACCEPTABLE ICT USE AGREEMENT

### Acceptable ICT Use Agreement

# Westbreen Primary School ICT Acceptable use policy

#### What the school does:

The school provides an extensive computer network and a wide **range of information and communication technology (ICT) equipment** for staff and students use (a large part of the school budget is spent on ICT). All ICT resources are covered by the following agreement on use, to be signed by students and parents.

The school network makes use of a range of technologies to monitor computer use.

Electronic filters prevent students accessing inappropriate sites on the Internet and email messages. With the increasing use of technology, the school expects students to have **certain responsibilities**.

#### Student responsibilities

Students are expected to be responsible users of these resources at all times. Students and guardians are required to sign the **acceptable use policy** covering the following areas. Inappropriate use of the facilities will result in access to the network being disabled.

#### Privacy

Students should respect the right to privacy and not interfere with any other person's account, password or work. Students must keep usernames and passwords private and protected.

#### Network care

The school network and ICT equipment is set up to cater for the school population. Students must not interfere with network security and must take care of all ICT equipment provided.

#### Internet

The World Wide Web is an invaluable resource, offering information on a vast range of topics. However, students should carefully consider the material they access in terms of its authority, credibility and currency.

#### Email

Students should use appropriate language in all email messages and web pages and never reveal their personal address or the phone numbers of students or colleagues.

#### Inappropriate material

Students use the school's facilities to seek appropriate material for their studies. They should not seek out material that is not required for curriculum needs. Students are to use authorised programs only (copied or downloaded programs are inappropriate). They are not to bring or download unauthorised programs, including games, to the school or run them on School computers.

#### Copyright

Students must follow copyright laws. Plagiarism is breaking copyright – all sources should be acknowledged.

# Westbreen Primary School

## Student/Parent agreement

*Please complete the following form and return to the school:*

**Students Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_

I have read the Acceptable Use Policy and agree to follow all conditions listed on this sheet.

I will take care of all equipment I use and understand that not following the conditions will result in my ICT access privileges being suspended.

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_