



DIGITAL TECHNOLOGIES POLICY

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, 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.

SCOPE

This policy applies to all students at Gardenvale 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

Gardenvale 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.

Gardenvale 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 and healthy young adults.



Internet Usage Implementation

Gardenvale Primary School actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

- The school will provide students with censorship filtered internet and email access. Students in Years 4-6 will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The Digital Technologies Manager will liaise with staff and the school's technical support to manage all email access, maintenance of the school's website, web filters, and all other issues related to internet access by students and staff.
- The school undertakes to ensure that information published on the internet by students or the school is of a high standard, and meets relevant legal requirements, including in relation to copyright, safety and decency etc.
- While the school has in place stringent internet filters to prevent inappropriate sites being accessed, it is the responsibility of the teacher in charge to oversee all computer usage.
- Classroom computers or electronic devices may not be used by students during recess and lunch, due to teacher supervision issues.
- All school email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Guidelines on internet access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked. All staff shall be responsible for notifying the Digital Technologies Manager of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the Digital Technologies Manager of inappropriate material shall include the removal of access rights.
- All students shall be responsible for notifying the Digital Technologies Manager / their teacher of any cyber-bullying, so that the appropriate measures can be taken by the school.
- Signed parent and student agreement to the "Internet/Email Code of Practice" (see below) is required in order for students to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students online, only the student's first name will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

Student behavioural expectations:

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

REVIEW CYCLE AND EVALUATION

This policy was last updated in May 2019 and is scheduled for review in 2021

Approved by School Council 20/8/2019



INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner and only for the purposes stated by my teachers. If I find myself in unsuitable online locations I will immediately click on the home or back button and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher or the school
- Not give out personal information such as my surname, address, telephone number, or the work address/telephone number of my family members.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- Not use material from other websites unless I have permission from the person who created the material or if I acknowledge the source. If I am unsure I will check with my teacher.
- Not use the internet to frighten, annoy, threaten, intimidate or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that if I break these rules I will lose my Internet / email access rights for a period of time as determined by my teacher, the Principal or the ICT Manager.

STUDENT NAME:

DATE:

Parent/Guardian Agreement:

I understand that the Internet can provide students with invaluable learning experiences. I accept that while teachers will always exercise a duty of care, ultimately, protection against exposure to inappropriate information depends upon responsible use by students. I believe my child understands this responsibility and I hereby give permission for him / her to access the Internet in accordance with school policy and rules. I understand that any student breaching these guidelines will be subject to appropriate action, which will be undertaken by the school. This may include loss of Internet / Email access for a given time and the student's parents being immediately contacted by the Principal. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I give permission for my child to: -

- Access the Internet within school guidelines and programs
- Send and receive emails to/from other people and organizations as approved by the school
- Publish their own material on Gardenvale Primary School's Website using their first name only

PARENT SIGNATURE:

DATE: