

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) 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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including laptops, tablets, iTVs)
- (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 Yarrambat 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

Yarrambat Primary School understands that 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.

Yarrambat 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 equip them to contribute positively to society as happy, healthy young adults.

iPads at Yarrambat Primary School

Yarrambat Primary School provides classrooms with a set of iPads for use. These iPads, and their application features, are managed by the ICT Leading Teacher, in liaison with the ICT technician and Assistant Principal.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Yarrambat 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 Yarrambat 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 Personal Development and Digital Technologies curriculum.
- 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 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 classroom 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Yarrambat Primary School's *Values, Behaviour Management policy, 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), Yarrambat 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 Behaviour Management, *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

The school will use SeeSaw as its digital portfolio platform. SeeSaw is a secure online learning journal on which children post work samples, photos and movies of them undertaking learning activities. Parents can only access their own child's SeeSaw posts however, as learning is often done collaboratively, posts may include photos and movies of students working with other students. Images and movies featuring other children MUST NOT be downloaded from SeeSaw and uploaded to social media or other websites by children or parents without first gaining the permission of the other child's or children's parent/s. This must be done through the school. Any parent or student who fails to comply with this will be investigated by the principal and risk having all access to their child's SeeSaw account suspended.

Cyber-smart advice suggests it is not safe for parents or students to post photos of any child wearing school uniform or any form of identifying characteristic onto social media.

Students may also use an online environment offered by DET called Office 365. Office 365 allows:

- students to work within a secure cloud account with Office products,
- the ability to communicate within class groups,
- a platform within which students can complete and submit work.

Acceptable Use Agreement:

Acceptable Use Agreement

Primary students

A: School profile statement

Yarrambat recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Yarrambat Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Acceptable Use Agreement

B: Safe and responsible behaviour – examples

When I use digital technologies I **communicate responsibly** by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or post them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if see something that makes me feel upset or if I need help
- speaking to a trusted adult if someone is unkind to me
- speaking to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

Acceptable Use Agreement

C: Safe and responsible behaviour – classroom focus

When I use digital technologies I **communicate responsibly** by thinking and checking that what I write or post is polite and respectful. This means I:

- don't treat people the way I'd like to be treated.
- respect people's differences.
- don't post anything I wouldn't want my parents/guardians/teacher/employer to see.
- don't bully or post things to embarrass others.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I:

- don't talk to strangers online.
- never tell anyone any of my personal information.
- don't post photographs of me that reveal personal information (e.g. wearing school uniforms, sports team photos, certificates with names on them).

When I use digital technologies I **look after myself and others** by thinking about what I share online. This means I:

- only post photographs with people's permission.
- ask an adult if unsure about something.
- don't try and embarrass or cause harm to people
- don't post personal information online.
- never share passwords.
- don't treat people online the way I'd like to be treated.

Acceptable Use Agreement

Student Licence

awards this certificate to:

for being a polite, safe and responsible user of digital technologies.

I know that I am still learning to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Signed: Student _____ Date: _____

Signed: Teacher _____ Date: _____

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Staff, School Council
Approved by	Principal
Next scheduled review date	2024

