

### DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

#### **Rationale:**

Mount Evelyn Primary School understands that digital technologies including the internet, apps, robotics, 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.

Mount Evelyn Primary School believes that the use of digital technologies at school encourages 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.

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.

This policy applies to all students at Mount Evelyn Primary School. The Department's *Acceptable Use Policy* governs staff use of technology.

#### **Aim:**

To ensure that all students and members of our school community understand:

- 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)
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, robotics)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies, social media and the internet

## **Implementation:**

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Evelyn 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. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents and guardians. We request that parents and guardians work with us and encourage safe, respectful and positive technology choices at home.

At Mount Evelyn 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
- 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 Wellbeing and Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- have a *Digital Technologies 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 and removing offensive content at the 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, information sessions 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 *Digital Technologies Acceptable Use Agreement*.

It is the responsibility of all students to protect their own passwords and not divulge this 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 IT technician and/or a staff member of the Digital Technologies team as appropriate, immediately.

All messages, images, files, and other digital products 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 communications 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 Mount Evelyn Primary School's values and the *Student Wellbeing and Engagement* and *Bullying and Harassment* policies.

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/accessing/posting/sharing inappropriate or unlawful content), Mount Evelyn Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*. Where appropriate and feasible, this response may also be applied to incidents that occur outside of school activities but involve Mount Evelyn Primary School students.

Breaches of this policy by students can result in a number of consequences that will depend on the severity of the breach and the context of the situation. This includes:

- record of incident on student's school file
- reminders/warnings to reinforce expectations
- additional cyber safety learning to be undertaken by the student
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of access to any and all technology devices during school activities
- communication with parents/carers
- involvement of school leadership team
- reporting to external authorities as required by law
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying and Harassment* policies.

### **BYOD Program for Levels 5 & 6 at Mount Evelyn Primary School**

The use of technology, and in particular tablets, is integral to lessons in Levels 5 and 6 at Mount Evelyn Primary School. Students must bring a charged tablet to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program in the senior school, which means students must bring their own purchased tablet with them to school each day. Whilst the school prefers students to have iPads, we are generally able to accommodate other Windows-based and android tablets and touch-screen laptops as well.

Students are required to have their own tablet that must:

- be brought to school in a protective case
- have at least 32GB of storage
- operate on a recent version of the operating system that is no more than 12 months old
- be Wi-Fi enabled so it can be added to our school network
- have the required apps installed as per the BYOD List of Apps, distributed to families each year

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device. Mount Evelyn Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare devices 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 participate in the information session held in term four each year or to contact the school.

**Evaluation:**

This policy should be read in conjunction with the MEPS:

- Student Wellbeing and Engagement policy
- Bullying and Harassment policy
- Digital Technologies Acceptable Use Agreement
- BYOD Program Acceptable Use Agreement
- Standard Permissions Form

This policy will be reviewed as part of the school's three year cycle.

This policy was last ratified by School Council on: 15<sup>th</sup> November 2018