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 [including our 1-to-1 personal device program from Grades 4-6.

(b) Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablet devices).

(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 Bacchus Marsh 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

Bacchus Marsh 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.

Bacchus Marsh 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Netbooks and iPads at Bacchus Marsh Primary School

Classes at Bacchus Marsh Primary School are delivered with a mix of both iPads and Netbooks. Our school provides a 1:2 ratio of these devices for Prep to Year 3.

From Grade 4-6 our school operates a Bring Your Own Device (BYOD) program, which means students have the opportunity to bring their own purchased Netbook with them to school each day. Bacchus Marsh Primary School has special arrangements with LWT (Learning with technologies) a DET preferred supplier that offers through an order portal (https://bmps.orderportal.com.au/Welcome?ofid=1632&eid=46) the ability to purchase Netbooks for Bacchus Marsh Primary School students.

Students that have their own Netbook must:

- bring their Netbook to school in a protective case;
- ensure their device is fully charged; and
- use the devices that are on offer through the LWT Order Portal only.

Please note that our school does not have insurance to cover accidental damage to students' Netbooks, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Bacchus Marsh Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access a shared school bank of Netbooks for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Melinda Williams - Principal or Daniel Morris – BYOD Coordinator on 5367 2745.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Bacchus Marsh 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 Bacchus Marsh 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 eSafety Scope and Sequence supported by the Alannah and Madeline Foundation.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- 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 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 Technology Coordinator or a member of the Leadership team as appropriate, 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 Bacchus Marsh Primary School's *Statement of Vision and 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), Bacchus Marsh 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 Google Drive/Classroom privileges
- removal of internet access privileges
- removal of printing privileges
- otherconsequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

This policy was last updated on August, 2020 and is scheduled for review in August 2021.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

School profile statement

At Bacchus Marsh Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This agreement outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:
- have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours.
- have programs in place to educate our students to be safe and responsible users of digital technologies with classroom discussions and following Bacchus Marsh Primary School's eSafety scope and sequence;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules
  - iParent | Office of the Children's eSafety Commissioner

Safe, responsible behaviour – Prep – Grade 6

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful;
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel;
- not sending mean or bullying messages or forwarding them to other people;
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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 is not to be shared online. This means I:
- protect my friends' information in the same way;
- protect my passwords and don't share them with anyone except my parent/carer;
- only ever join spaces with my parent's/carer's or teacher's guidance and permission
- never answer questions online that ask for my personal information; and
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:
- stop to think about what I post or share online;
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help;
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information;
- speak to a trusted adult if I see something that makes me feel upset or if I need help;
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared;
- don't deliberately search for something rude or violent;
- turn off or close the screen if I see something I don't like and tell a trusted adult; and I
- am careful with the equipment I use.

I will use this knowledge at school and everywhere I use digital technologies.

BYOD Program – Grades 4-6

BRING YOUR OWN DEVICE (BYOD):

Year levels from Grade 4-6 participate in our school's BYOD program. As part of the program, all students in these year levels are expected to:

- bring their device into the classroom at the beginning of each day and ensure it is safely and securely stored.
- ensure their device is working correctly.
- ensure their device is charged every day and has sufficient battery power to work throughout the day.
- ensure their device does not contain any inappropriate, offensive or any other content which they would not be comfortable for a teacher or parent to see. Students are expected to show any content on their device to teachers if requested.
- only use their device for school-related educational purposes while at school.
- only use their device under the supervision of a teacher whilst at school.
- keep their device secured in the classroom's designated storage area when not in use.
- take full responsibility for the safety and security of their device at all times.
- Use their device in accordance with the 'Using Technology' section of this policy (see below).
- fulfill the expectations of students outlined in the Information Booklet.
- allow the school to re-image their device for any reason (full memory, virus etc). This will result in the deletion any personal files and downloads that have been added and the re-installation of the school's software package only.

The school does not take any responsibility for the loss or damage of any personal items, including electronic devices (computers, phones, etc).

Devices can be purchased through the BMPS Order Portal: https://bmps.orderportal.com.au/

DAMAGED TECHNOLOGY:

In cases where the student has been responsible for damage to technology owned by the school or another student, the student and parents may be asked to pay for the damage to be repaired.

BYOD SPECIFIC SAFE AND RESPONSIBLE USE WHILE AT SCHOOL, STUDENTS MUST:

- fulfill their obligations under this policy and the BYOD Information Booklet.
- ensure no inappropriate or offensive digital content is downloaded or used at school.
- only take photos, sound or video recordings of people when they have received that person's consent and whilst under the direction of a teacher.
- handle technology with care and notify a teacher if any of the school's or own technology is damaged or requires attention.
- never interfere with the school's network systems and security settings.
- not access the data of another user or attempt to login with a username or password that is not their own.
- avoid downloading or installing unauthorised software (including games) onto school/personal devices

- ensure online 'chat' facilities or social networking websites are only used under the direction and direct supervision of a teacher.
- not deliberately damage hardware or make changes to the configuration of a device.

Signature

I understand and agree to comply with the Terms of Acceptable Use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name:_____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____