POLICY: DIGITAL TECHNOLOGIES

PURPOSE:

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 and iPads)
- our 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 and the internet

AIMS:

This policy applies to all students at Brentwood Park Primary.

Staff use of technology is governed by the Department's Acceptable Use Policy and policies including:

- Bring Your Own Device (BYOD) Policy – decided by school council
- Social Media Policy
- eSmart Policy

For the purpose of this policy refer to the following definitions:

- **Digital Technologies:** *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.*

- **Cyber Bullying:** *direct verbal or indirect bullying behaviour using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website. or deliberately excluding someone from social networking spaces.*

- **Cyber Safety:** *the way in which people behave safely and responsibly to keep themselves and others safe when online.*

- **eSmart:** *knowing how to guard against the security and privacy risks and also being able to research information and download content ethically and legally, as well as being able to manage reputation and relationship issues whilst online.*

Vision for digital technology at our school

Brentwood Park understands that digital technologies including the internet, apps, computers and iPads 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.

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, healthy young adults.

IMPLEMENTATION:

Digital Technologies programs will be planned in accordance with the Victorian Curriculum Digital Technologies Foundation-Level 10 (VCAA).

The Digital Technologies Leader will oversee the uploading of the school's internet site, Office 365 management and related online spaces in accordance with the Acceptable Use Policy - DEECD (ICT) Resources, 2011.

The *Digital Technologies Student Acceptable Use Agreement* will be sent home upon a student's enrolment at the school and signed by student and parent/guardian. This permission form will be current for the duration of the student's enrolment at school, unless otherwise advised, and includes school publications and displays - hard copy or electronic distributions, school internet site (DET), local newspaper publications, bpTV news on a school-based YouTube site (security/permissions set on the site).

BYOD:

The school operates a Bring Your Own Device (BYOD) program for years five and six, decided by school council through consultation with families, every two years.

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

To support families who may be experiencing long or short-term hardship students can access school iPads during the school day. School iPads cannot be taken home by students.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the assistant principal.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. The school is 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 Brentwood Park, 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 timetabled lessons in the Digital Technologies lab focusing on cyber safety

- 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 the school's values and expected student behaviour, including online behaviours
- are trained in the philosophies of the eSmart program and are provided with the information to administer cyber safety education
- have an *Digital Technologies Student 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 DET 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.

Distribution of school 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 Student 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.

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 the school's values, Stu*dent 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), the school will institute a staged response, consistent with our policies and the department's Student Engagement 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 internet access privileges
- removal of printing privileges
- suspension

REVIEW
- Policy will be reviewed in 2021.

   Approved by School Council 8/10//2019