



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.
- (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 Ararat 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

Ararat Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that by teaching students about safe and responsible online behaviours, we can provide a new, innovative way of teaching and learning that is both engaging and supportive. We request that parents/carers work with us and encourage positive behaviour practices that reflect our school values at all times. By setting up these guidelines and agreement, we believe we can help to mould and shape our students to become values and respected members of the community.

Ararat Primary School will educate our students to become safe, responsible users of all digital technology. This is done through various avenues, such as classroom units, excursions and incursions in conjunction with our eSmart Program. Please refer to the Schools eSmart Policy.

Classes at Ararat Primary School are delivered with the use of both iPads and netbook computers. All students in Grades 3 to 6 are assigned a netbook computer for use at school for their duration at Ararat Primary School. All students in Prep to Grade 2 have classroom access to iPads. Students in Grade One and Two are additionally provided with classroom access to netbook Computers.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Example 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 Ararat Primary School, we:

- Aim to use Digital technologies, Digital tools and the Internet as a resource for teaching and learning
- Endeavour to clearly communicate expectations in relation to the safe and responsible use of digital technologies to our students and school community
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- Share the responsibility for the maintenance and careful use of digital technology with all members of our school community
- Aim to educate students in the normal, polite and considerate use of language and images relevant to the technology being used
- 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
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- Provide programs and activities that develop a range of technical and problem solving skills to enhance our students confidence and ability to use technology in a creative manner
- Ensure that Student work will maintain an acceptable standard when published in any forum
- 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
- 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

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 their classroom teacher 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 the Ararat Primary School *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), Ararat 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.

EVALUATION:

This policy will be reviewed on a 12 monthly basis. If there are any changes, this policy will be re-submitted to School Council for ratification. If there are no changes, this policy will be officially reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

November 2019