



Digital Technologies (Internet, Social Media and Digital Devices)– 2018

RATIONALE

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 or insert other appropriate programs as relevant to your 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

AIMS

To ensure that WHPS manages student internet use in line with DET policy.

IMPLEMENTATION

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.

Vision for digital technology at our school

Watsonia Heights 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.

Watsonia Heights 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 fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Watsonia Heights Primary School

Classes from Grades 3-6 at Watsonia Heights Primary School are delivered with the use of iPads. Students in these year levels must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have at least 10 GB of storage
- operate on version High Sierra 10.0 or later
- have the schools required Apps as listed on the student Ipad App list

Please note that our 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 iPad.

Watsonia Heights Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Assistant Principal- Tony Ryan.

See Appendix below for documents relating to the 1:1 Ipad program.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Watsonia Heights 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 Watsonia Heights 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 and other digital safety incursions.
- 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 Engagement* policy that outlines 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. One exception to this is that students confidentially share their passcodes with their classroom teacher. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify classroom teacher as 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 Watsonia Heights Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. (under review 2018)

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), Watsonia Heights 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 ICT and internet privileges for a period of time]
- education around the importance of cyber safety and behaving appropriately online
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

This policy was last updated on October 2018 and is scheduled for review in October 2020

ANNEXURE A: ACCEPTABLE USE AGREEMENT



Acceptable Use Agreement

**WATSONIA HEIGHTS PRIMARY SCHOOL
ICT – CODE OF PRACTICE
FOR INTERNET AND EMAIL USE**

Student Agreement:

I, _____, accept and agree to abide to the following rules.

- I will only use the Internet as part of my education, and I will only access information that is useful to my studies.
- I will obey all school and classroom rules when using the Internet.
- If I find myself in an unsuitable location I will immediately click on the home or back button and inform my teacher.
- I will only send emails over the Internet after I have the teacher’s permission.
- If I receive emails that make me feel uncomfortable I will immediately inform my teacher.
- I will not give out any personal details such as my surname, address and phone numbers etc.
- I will not publish a picture or send a picture of myself.
- I will always have my teacher’s permission before publishing web pages or sending email.
- When publishing work or sending emails I will only use language that is appropriate and acceptable in my school.
- I will not publish any material from other web sites unless I have permission from the person who created that material.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time deemed by my teacher, staff and principal.

I agree to abide by all the rules which are outlined in the Watsonia Heights Primary School’s Code Of Practice for Internet and Email Use.

Signed: _____ Date: _____

(Student)

Parent/Guardian Agreement:

I, _____, the parent / guardian of the above student agree to my child _____ using the Internet at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I have read and discussed the Student Agreement with my child.

I give permission for my child _____ to use the Internet at Watsonia heights Primary School.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____