



DIGITAL TECHNOLOGIES FOR STUDENTS 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 St Leonards Primary School.

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

St Leonards 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.

St Leonards Primary School 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 develop future capable learners who will become great adults. To do so we must 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.

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

- provide ipads and laptops for students to use as we believe that students need to develop skills with both. All devices are shared and the ratio is 1:1. Devices are regularly updated.
- 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 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. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify a teacher 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 following school policies:

- Bullying, Cyberbullying and Harassment Policy
- Digital Platforms and Social Media Policy
- Student Engagement Policy
- Student Wellbeing Policy. Students also must sign an Acceptable Use of Digital Technologies Agreement which aligns with the Parent/Guardian Consent Form

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), St Leonards Primary School will institute a staged response, consistent with our policies, School Wide Positive Behaviour Program 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 the privilege to use a device
- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges

as well as other consequences as outlined in the school's Bullying, Cyberbullying and Harassment Policy, Student Engagement Policy and School Wide Positive Behaviour Program.

REFERENCES:

This policy should be read in conjunction with

Appendix A: **Form Acceptable Use of Digital Technologies Agreement**

Appendix B:

Form -Parent Guardian Consent

Policies:

- Bullying, Cyberbullying and Harassment Policy
- Digital Platforms and Social Media Policy
- Child Safe Standards Policy
- Student Engagement Policy
- Student Wellbeing Policy

REVIEW CYCLE

This policy was ratified 1 June 2020 and is scheduled for review in June 2023.



**ST. LEONARDS
PRIMARY
SCHOOL**
N^o 0866

Acceptable Use of Digital Technologies Agreement

At St Leonards 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 St Leonards Primary School we...

- Are an accredited eSmart school
- Support students in developing digital literacy skills
- Provide supervision and direction when using digital technologies for learning and online activities
- Work with students to outline and reinforce the expected behaviours in online environments
- Have a schoolwide cybersafety program that promotes the safe, informed and responsible use of digital technologies
- Have policies in place that outline the values of the school and expected behaviours, this includes student use of digital technology and the internet.
- Respond to issues or accidents that have the potential to impact on the wellbeing of our students. All incidents of cyberbullying, including at school and out of school hours, are to be reported to the school
- Provide a filtered internet service
- Provide support to parents/carers to understand the importance of safe, informed and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child. (eg. Information sessions, newsletter articles and online resources, etc)
- Provide support to parents/carers to understand this agreement
- Record any incidents of cyberbullying and report to parents/carers of students involved
- Display SWPB matrix with digital and online behavioural expectations in all workspaces in the school
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation

eSmart Acceptable Use of Digital Technologies Agreement

Safe, Responsible and Respectful Behaviour

When I use digital technologies I am respectful by...

- Always thinking and checking that what I write or post online 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
- Getting permission before posting things online
- Only creating things that you would be happy to share with your teacher

When I use digital technologies I am responsible by...

- Taking care of devices and using them in the correct way
- Keeping food and drink away from all devices
- Using devices for learning, when allowed by a teacher
- Not downloading or putting any of my own software (apps, games, programs, pictures, videos etc) onto school devices
- Always shutting down devices and plugging them in
- Only using my own login
- Leaving my own devices at home
- Leaving the settings of school devices as they are
- Letting teachers know if I see others accessing inappropriate sites or using devices irresponsibly.

When I use digital technologies I am safe by...

- Only talking to people that I trust online
- Keeping my personal information private (name, birthday, school name, address, phone number etc)
- Keeping everyone else's personal information private
- Keeping my passwords to myself
- Only joining online spaces with a teachers guidance and permission
- Telling a teacher and turning off the screen if I see something online that makes me uncomfortable

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

Student Agreement:

I have discussed this agreement with my teacher and parent or guardian. I agree to follow the conditions. I understand that breaking the agreement may result in the loss of my right to use school devices (ipads, computers etc), or be responsible for payment to repair or replace damaged equipment.

I agree (please tick)

Student's name: _____

Grade: _____