Grey Street
Primary School Traralgon

Digital Technologies Policy

School Council Consultation:	June 2020
Next Review:	June 2021

Our purpose is to empower resilient learners to think critically, actively problem solve, be respectful and positively contribute to their world.

At Grey Street that means that we are all active and resilient learners, who learn in different ways. We challenge and support each other with our learning through setting goals, working persistently, problem solving, using feedback and reflecting on our progress. We value a culture of collaboration and mutual support that is focused on achieving success for all staff, students and members of the school community.

At Grey Street Primary School we are committed to maintaining a safe and inclusive environment for everyone, everywhere, all of the time.

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 device program]
(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 Grey Street 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
Grey Street 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.

Grey Street 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Grey Street 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 Grey Street 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 and remotely
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place, through our Cyber Safety Program, 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 and remotely.
- use clear protocols and procedures to protect students working in online spaces both at school and remotely, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity and monitoring any online chat forums associated with the digital platforms (eg. Seesaw and Teams)
- 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 on the website 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 classroom 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.

From time to time individual classroom teachers may provide students with the option to bring in their personal technology/devices for use in the classroom (eg. Digital cameras, robotic equipment etc). This will only occur when the technology will enhance the learning experience and the use of the technology falls within the DET guidelines/policies (eg. Mobile phone policy). Personal technology brought into the school remains the responsibility of the student when on the school grounds and the school accepts no liability for the safety of the item.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Grey Street Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. Students and Parents sign a User Agreement at the start of every year that outlines expected behaviour on line for both school and remote environments.

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), Grey Street Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

Breaches of this policy and/or User Agreement 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.

REVIEW CYCLE

This policy was last updated in June 2020 and is scheduled for review in June 2021.