

# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) July 2019

## 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
- expected student behaviour when using Digital Technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 Lalor East Primary School. Staff use of technology is governed by the Department's *Acceptable Use Policy*, in addition to the whole of DET requirements under the *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

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 data collection, collaboration and communication. Digital Technologies prepare students to thrive in our globalised and interconnected world.

Lalor East Primary School believes that the use of Digital Technologies at school enables the development of metacognitive skills and higher order thinking. Consequently, our program aims to nurture the use of these skills in learning situations which involve planning and problem-solving. We encourage our students to develop solutions to problems which affect their peers and their community.

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.

## **Technology resources at Lalor East Primary School**

- will strive to maintain modern and efficient equipment throughout the school
- we aim to have a digital screen in every classroom
- all computers will have access to the internet

## **Safe and appropriate use of Digital Technologies**

Digital Technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lalor East 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 Lalor East 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 our Cyber Action Team and our yearly Cyber Safety performance incursion
- 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 Well-Being & Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have two Acceptable Use Agreements, one for Prep to 2 and one for 3 to 6 grades, outlining the expectations of students when using Digital Technologies at school. These are to be signed by both the student and the parent or guardian
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing 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
- provide an incident report facility online
- 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/guardians have completed and signed an 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 Principal, Assistant Principal or Learning Technologies Coordinator 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 Lalor East Primary School's [Statement of Values](#), [Student Wellbeing and Engagement](#) policy, [Internet](#) policy and [Cyberbullying](#) 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), Lalor East 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. These may include:

- removal of device access privileges
- removal of email privileges
- removal of network and internet access privileges
- other consequences as outlined in the school's [Student Wellbeing and Engagement](#) and [Bullying](#) policies.

## Related policies and resources

Other school policies which are connected with this policy are:

- Camera Policy
- Personal Mobile Devices Policy
- Internet Policy
- Bullying Policy

## Evaluation

This policy will be reviewed as part of the school's policy review cycle or at times that the Principal forms the opinion that the policy warrants a review.

This policy replaces the LEPS Information and Communication Technologies Policy (2014)

**Ratified by School Council:** August 2019

**Next review:** August 2021



