

## **Digital Technologies (Internet, Social Media and Digital Devices) Policy - October 2021**

### **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 electronic devices (netbooks, laptops and tablets)
- the school's commitment to promoting safe, responsible and discerning use of Digital Technologies, and to educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using 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**

#### **Vision for Digital Technologies at Lalor East Primary School**

*To create a sustainable Technologies program which delivers the Digital Technologies curriculum as well as the technology skills necessary for primary level to all students.*

The use of Digital Technologies makes learning interactive and engaging. It helps our students to access and create high quality content, resources and tools. It extends the possibilities for collaborative work and communication amongst students, teachers and the broader community. Digital Technologies prepare students to thrive in our globalised and interconnected world.

Learning platforms help cater for each student's particular needs and interests. Teachers can create tasks that are differentiated and inclusive. They can streamline these to a student or a specific group of students and add multimodal content (visual, audio). The use of technology also transforms assessment and reporting by driving real-time, innovative data collection and analysis.

Digital Technologies enable the development of metacognitive skills and higher order thinking. Our program provides opportunities to nurture 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.

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

- we will strive to maintain modern and efficient equipment throughout the school
- we aim to have a digital screen in every classroom
- all buildings have Wi-Fi capability and optimal internet connectivity
- trolleys with mobile devices are available for use in classrooms including: 25 iPads (10 iPad 4s and 15 iPads mini), 2 banks of Windows Netbooks (30 and 28) and one bank of 30 Chromebook Netbooks
- a STEM room with a variety of robotics and STEM devices including Bee-bots, Ozobots, Makey Makeys, Raspberry Pi and Micro:BIT
- from 2022, the school will introduce a one to one program in which students will be able to use their own devices in the classroom. A separate document will be prepared prior to the program rollout.

### **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 teaching all students to use Digital Technologies safely and responsibly, by equipping them with skills and knowledge to navigate the digital age.

### **At Lalor East Primary School, we:**

- use digital tools and resources that support a flexible, student-centred learning environment
- 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 passive data collection and activity tracking, intellectual property, and the importance of maintaining their own privacy online
- actively educate and remind students of our Student Wellbeing & Engagement policy that outlines our School's values and expected student behaviour, including online settings
- have a LEPS Digital Licence system. Students must agree to uphold the expected student behaviours in order to have a licence and use technologies
- 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 Digital Technologies
- provide a filtered internet service to block access to inappropriate content, as well as profanity filters and a Vault to record and monitor student interactions in our platforms
- 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.

The use of school or student-owned devices will only be permitted where their parents/guardians have completed and signed a Digital Technologies consent form. This form outlines how technologies are used for learning and the steps that the school has taken to ensure students' digital safety and wellbeing.

It is the responsibility of all students to protect their own password and not to share it with anyone. If a student or staff member knows or suspects that an account has been used by another person, they must notify the Principal, Assistant Principal or Learning Technologies Coordinator immediately.

All messages created, sent or retrieved on the school's systems are the property of the Lalor East Primary 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 2021
- Personal Mobile Devices Policy 2021
- Internet Policy 2021
- Internet Procedures 2021
- Bullying Policy 2019
  
- Appendix A - Digital Technologies Consent Form
- Appendix B - LEPS Digital Licence Application P-2
- Appendix C - LEPS Digital Licence Application 3-6

### **Evaluation**

This policy replaces the LEPS Information and Communication Technologies Policy (2019)



This policy is required under the Victorian Registration and Qualifications Authority [VRQA] Minimum Standards. It will be reviewed every two years as part of the school policy review cycle, following changes to Departmental legislation and guidelines or at times that the Principal forms the opinion that the policy warrants a review.

**Ratified by School Council:**

**14 September 2021**

**Next review:**

**August 2023**

