

Digital Technologies (Internet, Social Media and Digital Devices) - 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 will be reviewed as part of the school's three year 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 (2019)

Ratified by School Council:

14 September 2021

Next review:

August 2023



Digital Technologies Consent Form - 2022

Dear Families

At Lalor East Primary School, we use Digital Technologies to enhance your child's learning, including Google for Education. **We are seeking your permission to provide and manage a Google for Education account for your child.**

Google for Education is a set of productivity tools from Google including **Gmail, Calendar, Docs and Classroom** which are used by tens of millions of students and teachers around the world to complete learning related tasks and activities. At Lalor East Primary School, students will use their Google for Education accounts to complete assignments, communicate with their teachers and learn important digital citizenship skills. **Students can only communicate with users within our school.**

Please read the notice Google for Education Notice to Parents and Guardians (<http://www.lalorestps.vic.edu.au/test/wp-content/uploads/2021/03/G-Suite-for-Education-Notice-to-Parents-and-Guardians.pdf>). It provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in P-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Student responsibilities when using online services

When using Google for Education, students continue to be responsible for their behaviour as a condition to acquire and maintain a **LEPS Digital Licence**. The main conditions to hold a Digital Licence are to:

- communicate respectfully
- protect personal information
- look after yourself and others.

Additionally, we are seeking permission for your child to use the internet and have access to school devices for educational purposes. The school will provide adequate supervision and will take measures to minimise risk of exposure to unsuitable material.

Acknowledgement and Consent for student use of online services

By signing this form, you are consenting to the following:

- I consent to my child using devices, accessing the internet and using online services at school, including **Google for Education**, for educational purposes in accordance with the conditions for a Digital Licence
- I consent to my child having their name and photo used for internal purposes (Compass and Google for Education).
- I consent to my child having their first name published on the school's internet site and the online school newsletter (Jumbunna)
- I have read or will read the Google for Education Notice to Parents and Guardians
- I understand how my child's personal information will be collected, used, disclosed and managed.
- I understand that this consent will continue while my child is involved in the use of the consented online services.
- I understand that this consent may be withdrawn at any time by written notification to the school.

Student name:

Grade:

Parent/guardian name:

Signature:

Date:

Please do not hesitate to contact me should you have any questions or concerns regarding your child's involvement with Digital Technologies.

Kind regards,



Luis Rios-Gonzalez

Learning Technologies Coordinator



LEPS Digital Licence v1.0 2022 - Level Two Application Form (3-6)

Please complete this form to submit your application. By submitting this form, you agree to the following:

1. To use the Internet, email and similar cyber tools at our school in a responsible manner as directed by your teacher.
2. To follow the teacher's instructions and ONLY work on tasks assigned by them.
3. To remember the school values of Respect, Cooperation, Caring, Honesty and Personal Best.
4. To remove yourself from any inappropriate or unsuitable cyber locations, by clicking on the home or back button immediately and to inform your teacher.

The respondent's email (**null**) was recorded on submission of this form.

***Required**

1. Email *

Computer Use

2. I will show respect for the digital technologies provided by the school. This means I will: *

Tick all that apply.

- take care when using all technology resources including netbooks, tablets, iPads and other devices
- not change any settings on the devices without permission from my teacher
- not bypass the proxy settings to access sites blocked by the school
- ask permission from my teacher before downloading videos, music or images from the internet
- not eat food or consume drinks while using the devices
- never handle or touch other student's device.

Internet Access and Publishing

3. When using the Internet to research information I will: *

Tick all that apply.

- only access the Internet for purposes specified by my teacher
- acknowledge the source or author before using materials from any website, including photographs
- include the website addresses used for research in my work
- follow the school's guidelines and procedures when preparing materials for publication on the web.

Online Behaviour

4. When I use digital technologies I will communicate respectfully by thinking and checking what I write or post is polite and respectful. This means I will: *

Tick all that apply.

- use acceptable and appropriate language when communicating online
- never send mean or bullying messages, nor will I pass them on, as this makes me part of the bullying
- not send or respond to any messages that are unpleasant or make me or others feel uncomfortable in any way. It is not my fault if I get a message like that, but it is my fault if I send one
- use spaces or sites that are right for my age
- not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages
- not post or share any information that is damaging to the school or any of its members.

Protecting Personal Information

5. When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I will: *

Tick all that apply.

- protect my password and not share it with others
- ask permission or guidance from my parents or teacher before joining online spaces or communicating online
- never send my photograph to anyone without the permission of my teacher and parents
- not give out information such as my surname, address, telephone number, parents' work address/telephone number or passwords online
- keep the personal information of my friends private because it is their personal information.

6. I accept the conditions above. I understand I always leave a "digital footprint" with all my activity. This can be searched by our system administrators. Breaches of the conditions to hold a licence will result in my licence being suspended and my device and internet access rights being revoked for a period of time determined by the school. *

Mark only one oval.

- Yes
- No

7. Please sign by typing your name below: *

You have completed your application!

You will receive your LEPS Digital Licence in one week.

This content is neither created nor endorsed by Google.

Google Forms