

Digital Technologies Policy - October 2023 (Including internet, social media and digital devices)

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 Bring Your Own Device (BYOD) 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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements.

Scope

This policy applies to all students and staff at Lalor East Primary School. Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lalor East Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

Definitions

For the purpose of this policy, "Digital Technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

Policy

The use of Digital Technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of Digital Technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

At Lalor East Primary School, we believe 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 interconnected world. Our school's vision is to 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.

Personal Devices at Lalor East Primary School

Classes at our school are delivered with the help of iPads, Netbooks and Chromebook devices. Lalor East Primary School operates a Bring Your Own Device (BYOD) program for students in grades 3 to 6. Devices from all main platforms are accepted. Parents and carers are invited to purchase or lease a device for their child to bring to school.

Lalor East Primary School has made special arrangements with Learning With Technologies to offer affordable Chromebook devices for our students through a dedicated portal at <http://leps.orderportal.com.au>. Devices purchased through the portal are delivered to the school, unless otherwise advised by the parent or guardian at the time of purchase. Lalor East Primary School can refer parents and guardians to government or community support programs that may help obtain a device if they are experiencing financial hardship.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- is fully charged each morning
- is brought to school in a protective case
- has at least 64GB of storage
- is at least 2 years old or has high-performance specifications.

The use of school or student-owned devices will only be permitted where their parents and guardians have completed and signed a *Digital Technologies Consent Form*. Information is provided outlining how technologies are used for learning and the steps that the school has taken to ensure students' digital safety and wellbeing.

Please note that our school does not have insurance to cover accidental damage to students' devices. Parents and carers are encouraged to obtain their own insurance for their child's device. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Learning With Technologies at <http://leps.orderportal.com.au>.

Technology resources at Lalor East Primary School

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: 15 iPads, 2 banks of 30 Windows Netbooks and two banks of Chromebooks (30 and 25)
- a STEM room with a variety of robotics and STEM devices including Bee-bots, Ozobots, Makey Makeys, Raspberry Pi and Micro:BIT.

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 use Digital Technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.



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 and Engagement* policy that outlines the school values and expectations, including online settings
- have an Acceptable Use Agreement. Students must agree to uphold the expected student behaviour to use technologies 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 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.

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.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

At Lalor East Primary School we use our Facebook page to inform our broader community of activities or events such as teaching and learning programs, assemblies, sports and fundraisers. The school may publish students' images as part of the Facebook posts. Image consent is sought upon enrolment. Parents and guardians can contact the school if they have any questions, concerns or to opt out.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.



If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

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* and our *Bullying Prevention 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 Prevention Policy*.

Related policies and resources

Other school policies which are connected with this policy are:

- *Photographing, Filming and Recording Students Policy*
- *Personal Mobile Devices Policy 2021*
- *Internet Policy 2021*
- *Internet Procedures 2021*
- *Bullying Policy 2019*.

Communication

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request



Policy Status and Review

This policy is a registration requirement for the Victorian Registration and Qualifications Authority.

This policy 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.

Approval

Created date	October 2023
Consultation	School Staff, Student Leadership Team, School Council
Endorsed by	School Council Linda Richards, Principal
Endorsed on	23 October 2023
Next review date	October 2025

