

# DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

## Rationale

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 providing the opportunity to participate in the *Bring Your Own Device program*
- (b) expected student behaviour when using digital technologies including the internet, social media and digital devices (including smart devices, computers, laptops and 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
- (f) our school prioritises the safety of students whilst they are using digital technologies

## 1 Guidelines

### 1.1 Scope

This policy applies to all students and staff at Wheelers Hill 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:

- [Wheelers Hill 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)

### 1.2 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.

## 2 Implementation

### Vision for digital technology at our school

- 2.1 Wheelers Hill Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development.
- 2.2 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.

2.3 Wheelers Hill 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.

#### Student-Owned Devices at Wheelers Hill Primary School

2.4 Wheelers Hill Primary School aims to provide students with technology-rich 21st-century learning environments that allow them to inquire, analyse, communicate and create within a personalised learning environment. Our vision includes the opportunity for parents of students (in Years 4, 5 and 6) to voluntarily allow their child(ren) to bring a device to school that meet the BYOD Program's minimum requirements (as outlined in the BYOD Policy). This is an opt-in program that extends the classroom experience outside of school and enriches student learning. The program may be extended to specific students in other year level's with school consent.

2.5 Our primary goal as a school is to provide best practice teaching that enables, enhances and transforms student learning and outcomes through the effective use of Information and Communications Technology (ICT). We envisage the effective integration and application of information technology will support the teaching and learning of staff and students at WHPS.

2.6 We aim to develop a twenty-first-century learning community where:

- Students are engaged in a challenging curriculum that is focused on authentic learning.
- Students are comfortable using technology in both online and offline applications. They will develop a sense of responsibility for their own educational success.
- Teachers function as coaches, mentors, advocates and managers of information and use technology to enrich and support learning across the curriculum.
- The School is an environment where **all** students and staff have ready access to a full range of current technology, software tools and applications. The School has knowledgeable staff and access to external resources to further the curriculum goals.
- Leadership staff make professional learning accessible to educators to ensure the most up-to-date practices around the use of technology for learning.

2.7 Students who make the most of the Bring Your Own Device (BYOD) program (within school expectations) will have access to numerous benefits including greater resource access, choice in task completion, responsibility and personal organisation. The School encourages all students to participate in the BYOD program which is subject to parental acceptance of the terms and conditions outlined in the BYOD policy.

2.8 Wheelers Hill Primary School understands and accepts that all families in our school community are different and that their financial situations may differ. Therefore, the BYOD Program allows students to use any device that is running specific Windows operating systems (unless otherwise agreed) and will support the installation of recent applications.

2.9 There are no specific devices that are required. Students may participate provided their devices have

- a *Windows 10 or newer* Operating System (*Windows 10S* is not permitted)
- dual band (both 2.4Ghz and 5Ghz) wireless cards that meet at least 802.11AC standards
- an *Intel/Celeron* or above processor (we recommend Core i3 or above)
- at least 4GB RAM (we recommend 8GB)
- enough charge to last the school day.

2.10 Please note that our school does not have insurance to cover accidental damage to students' devices and we encourage parents/carers to consider obtaining their own insurance for their child's device.

2.11 Wheelers Hill Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also supply class devices that are shared with other students.

2.12 Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Nathan Stockton, 9561 3457.

➤ For more information about BYOD, refer to the [Bring Your Own Device program policy](#).

Safe and appropriate use of digital technologies

2.13 Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Wheelers Hill 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.

2.14 At Wheelers Hill Primary School, we

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose 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 ICT Scope and Sequence, BYOD program, Office 365 and Google Apps
- 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
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- 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 in our newsletter and annual information sheets.

2.15 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*.

2.16 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 as appropriate, immediately.

2.17 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.

*\*\* Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.*

#### Social media use

2.18 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.

2.19 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

- 2.20 When using digital technologies, students are expected to behave in a way that is consistent with Wheelers Hill Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.
- 2.21 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), Wheelers Hill Primary School will institute a staged response, consistent with our student engagement and behaviour policies.
- 2.22 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. 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.

## **3 Communication**

- 3.1 This policy will be communicated to our school community in the following ways
- Available publicly on our school's website
  - Included in staff induction and child safety training processes
  - Discussed at staff meetings as required

## **4 Evaluation**

- 4.1. The Education Sub Committee will review the effectiveness of the school's Digital Technologies policy on a cyclical basis in accordance with DET guidelines.

### **Related policies**

- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Statement of Values
- Acceptable Use of ICT Agreement
- Bring Your Own Device Policy
- Yard Duty and Supervision Policy
- Department of Education and Training's [Social Media Policy](#)

\*\* A copy of all policies can be found at <https://www.wheelershillps.vic.edu.au/policies>

<b>Policy Area</b>	<b>Ratified by School Council</b>	<b>Next review</b>
Education	June 2022	2024



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Leasyl Richards (Assistant Principal)