

DIGITAL TECHNOLOGIES

(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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices such as computers, laptops, tablets and devices from home for part of the Bring Your Own Tablet (BYOT) program
- (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.

SCOPE

This policy applies to all students at Balwyn Primary School

Staff use of technology is governed by the Department's *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 technology at our school

Balwyn Primary School understands that safe and appropriate use of digital technologies including the internet, Apps, computers and tablets 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 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.

Balwyn 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 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.

Bring Your Own Tablet Program at Balwyn Primary School

In Years 5 and 6, our school operates an optional BYOT program, whereby students can bring their own purchased or leased iPad with them to school each day. A detailed information pack, which outlines any required Apps, specifications of the devices and expectations of the students', is sent out to parents in Years 4 and 5 towards the end of each school year. Currently there is no preferred supplier or requirement for parents/guardians to purchase from any specific company. Balwyn Primary School has the option of using a purchase portal that is provided by JB HiFi Solutions.

Please note that Balwyn Primary School does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

As the BYOT program is optional, Balwyn Primary School provides access to 3 iPads and 7 Windows laptops in each classroom for students to use during the school day.

Students, parents and carers who would like more information or assistance regarding our BYOT program are encouraged to contact the Digital Technologies Coordinator by emailing the school at: balwyn.ps@education.vic.gov.au.

Safe and appropriate use of digital technologies

Balwyn Primary School believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students that is best taught in partnership, between the school and home. 21st century students spend increasing amounts of time online, learning and collaborating.

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

Our goals are to:

- reinforce understanding of the online and digital learning tools students use for learning purposes
- ensure students use online and digital tools responsibly
- assist students to be alert to signs of inappropriate use of online and digital learning tools and to take responsibility to report it to staff, whether as an observer or a target, and to ensure that reported incidents of inappropriate use are followed up appropriately, with support and advice given to all parties.

At Balwyn 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 promote safe, responsible and discerning use of digital technologies
- 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 the 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.

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.

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 accessed by another person, the account holder must notify the ICT and Digital Learning 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 Balwyn Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, *Acceptable Use Agreement* expectations and *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), Balwyn Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of these policies by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. Consequences consistent with the Student Code of Conduct and Acceptable Use Agreements will be applied. Other possible consequences are outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

MORE INFORMATION AND RESOURCES

- Balwyn Primary School Student Code of Conduct
- Bullying Prevention policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement policy
- Acceptable Use Agreements Years F-2, Years 3-4, Years 5-6

REVIEW CYCLE

This policy was last updated in June 2020 and is scheduled for review in June 2022.