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 (including our 1-to-1 personal device 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 Newport Lakes 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Newport Lakes Primary School's Wellbeing and Engagement Policy
- 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.

Vision for digital learning at our school

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.

Newport Lakes 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices (1:1 Program) at Newport Lakes Primary School

Currently, students in Year 5/6 at Newport Lakes Primary School utilise iPads in their everyday classes. Students must bring a charged iPad to school each day to be used during class time for different learning activities. We are expanding our BYOD Program to also include Chromebooks.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day.

Students are required to have their own device that must:

- Be an authentic Apple iPad or Chromebook
- Be brought to school in a protective case (for iPads)
- have at least 32 GB of storage
- operate on OS version 11 or later (for iPad), have at least 4GB RAM (for Chromebook)

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

Newport Lakes Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Mat Williamson at the school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Newport Lakes 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 Newport Lakes 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 for their schoolwork
- 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 safe, responsible and discerning users of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Wellbeing and Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an ICT Code of Conduct outlining the expectations of students when using digital technologies for their schoolwork
- 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 that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/Compass and information sessions.

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 ICT Code of Conduct.

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 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.

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.

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 Newport Lakes Primary School's *Values, Student Wellbeing and Engagement* policy, and *Bullying* 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), Newport Lakes Primary School will institute a staged response, consistent with our student engagement and behaviour policies*.*

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* policies.

REVIEW CYCLE

This policy was last updated on 21st April 2021 and is scheduled for review in 2023.

Newport Lakes Primary School

ICT Code of Conduct

At Newport Lakes Primary School we use Information and Communications Technology (ICT) for:

- Research: We learn new things.
- Communication: We send and receive appropriate information.
- Creativity: We create, edit and modify work.
- Critical Thinking: We ask questions and share our thinking.
- Visual Thinking: We explore our thinking and ideas.
- Collaboration: We share ideas and present work

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree to and sign the following.

Care and Use of Equipment:

- I will be respectful of all ICT equipment and iPads.
- I will be careful to keep food and drink away from the ICT and iPad equipment.
- I will ask permission from my teacher and parent before I download an app.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not damage or interfere with another person's iPad.
- I will keep my iPad in a safe spot when it is not being used and ensure that it is fully charged each school day.

Work Habits:

- I will follow all teacher and parent instructions when using ICT equipment (including iPads) and when accessing the Internet.
- I will not send messages/emails at school unless my teacher gives me permission.
- I will only submit my own work, and if submitting for someone else, I will put their name on it only with their permission.
- I will use my student name on Airdrop and only airdrop with my teacher's permission.
- I will not change or open other people's work.
- I will not use the school's network to download applications, inappropriate images and/or videos, sound files or any other files other than those used for my schoolwork.
- I will not use or post images of people without their permission and their parents (including all social media).
- I will only use my ipad during lesson times when instructed to do so by a teacher (not during recess & lunchtimes or before and afterschool in the school grounds).

Personal Safety:

I will tell a teacher or parent immediately, if:

- I find or see anything that makes me or anyone else feel bad or uncomfortable, and not circulate this amongst my peers/classmates
- I receive a message or airdrop that has inappropriate language, images, ads, scams, and websites.
- I receive inappropriate messages from my peers or anyone else.
- I will keep my personal information secret and will therefore not give out my own or anyone else's name, address, passwords or contact details.
- I will report any issues or instances of cyber bullying to an adult.
- I will report inappropriate or irrelevant use of an iPad at school.
- I will not play games on my iPad at school without teacher permission.
- I will keep my own name for my Airdrop and will not change it for the year.
- I will not access non-school approved (13+ years) apps whilst I am at school.
- I will make sure that every message/email I send is appropriate and respectful.

Consequences:

- If I use my iPad at school inappropriately, I may lose the privilege of using it at school.
- Extremely serious breaches of this code of conduct will be dealt with as per NLPS Student Engagement & Wellbeing policy and related Department of Education & Training guidelines.
- Agreements may be made with parents where students may lose access to iPads at home
- Students may need to make up time at recess or lunch if they are not using learning time with iPads appropriately

Please sign and return this page as soon as possible

Student Agreement:

I have read and discussed the "ICT Code of Conduct" with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realise that if I do not follow these rules I will lose the privilege of using ICT equipment at Newport Lakes Primary School.

Student's Name: Date:

Student's Signature:

Newport Lakes Primary School

Parent Permission

I agree to allow my child to use Information Communication Technology (including the use of the Internet) at school and I have discussed what it means to be smart, safe and responsible with the use of technology with him/her.

I agree with the above agreements and will have a known agreement in place in regards to technology use at home. I will contact the school if there is a situation that concerns me.

Parent/Guardian Name: Date:

Parent/Guardian Signature: