DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Digital technologies are an integral part of the Victorian Curriculum F-10. At Brunswick South-West Primary School (BSWPS), we are committed to equipping our students with the skills and knowledge to navigate the digital world in ways that are consistent with our school values.

Digital technologies allow students to follow and extend their curiosity as they explore big questions about our world. Digital technologies provide opportunities to engage, challenge and empower students as they develop skills across a range of platforms and applications. However, use of digital technologies must be held in careful balance with interpersonal interactions, physical activities, direct experiences of the world and other, non-digital ways of learning and expressing curiosity. Above all, student wellbeing is our priority. To this end, we take seriously our responsibility to educate students about technology use that is safe, inclusive of everyone, and respectful of oneself, other people and the environment.

PURPOSE

To ensure that all members of our school community understand:

(a) our commitment to providing opportunities for students to use digital technologies to support and enhance their learning, curiosity and development, including our device program for Years 3-6;

(b) expected student behaviour when using digital technologies including the internet, social media and digital devices (including computers, laptops and tablets);

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, that includes 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 Brunswick South-West 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 technologies at our school

At BSWPS we believe that safe and appropriate use of digital technologies - including the internet, apps, computers and tablets - supports students' lifelong learning and development in rich and varied ways. Developing students' proficiency with digital technologies is an integral and mandatory component of the Victorian Curriculum F-10 and we believe that at BSWPS, our implementation of this component is balanced, responsive to the needs of our students and families, and expressive of our core values of curiosity, respect and inclusion.

Access to digital technologies offers many benefits to students. Digital technologies open distinctive opportunities for students to learn in interactive, collaborative, personalised, creative and engaging ways. Digital technologies enable students to interact with and create high quality content, resources and tools. Technologies enable personalised learning, tailored to students' particular needs and interests, thereby challenging and empowering students in ways that more traditional modes of learning sometimes cannot. Digital technologies transform processes for assessment, reporting and feedback. They drive new forms of collaboration and communication among both staff and students. Whether travelling the world via Google Earth or examining emergency warning maps to track bushfires, digital technologies can, at their best, enable students to learn in ways that are not possible with pen and paper.

BSWPS believes that the use of digital technologies at school facilitates the development of valuable skills and knowledge, and prepares students to thrive in our globalised and interconnected world. However, digital technologies do not replace direct teaching, social interactions, reading books, writing on paper, thinking, listening, speaking, discussing, demonstrating, singing, moving, constructing, physically exploring, and all the other non-digital activities that remain the main stimuli for learning in the classroom.

In keeping with our Vision and Values, we aim to empower students to use digital technologies inclusively, respectfully and curiously. We believe that digital technologies are among the learning tools that can help children achieve their personal best, as well as help them to contribute positively to society in the future.

Implementation

In the **Junior School** (Foundation-Year 2), devices are sometimes used to help deliver curriculum content to the students. Each Junior School class has a small allocation of devices to use and these remain at school. They may be used in the classroom to assist with learning. For example, we might use Sunshine Online to help with reading, or Microsoft Word to allow students to practise typing, or online testing programs to assist with teacher assessment.

In the **Senior School** (Years 3-6), the school operates a learning model that allows for students to have access to a device of their own, or to a school device, for the last four years of primary school. Devices are used when appropriate, depending on the learning task, and use of devices is balanced with a variety of other modes of learning through the child's school day. Students primarily use their devices to access Google Apps for Education (GAFE) in a carefully regulated way. This includes Google Classroom, Docs, Slides, Sheets, Gmail, Drive and so on. Students are able to access and complete work that is assigned to them through Google Classroom. This allows for the teacher to give students real-time feedback as students work on projects digitally. As well as attending closely to the curriculum outcomes mandated at primary levels, we believe that our digital technologies program equips students excellently for the secondary years.

Device Program at Brunswick South-West Primary School

Commencing with the 2022 Year 3 class, our school will operate a BYOD program from Years 3-6. Students will bring their own purchased or leased device, fully charged, to school each day. The device will be used during some periods of class time for learning activities. Students will not have access to devices during break times, nor for recreational purposes while at school. Students may either take their device home at the end of each day, or leave their device locked in a charging station at school.

Alternatively, for families who do not participate in the BYOD program, the school will provide students with access to a laptop from a pool of school devices. These school devices will rely on funding through the Parent Voluntary Curriculum Contribution and fundraising. School devices will be kept onsite at school in locked charging stations and made available for students to use via a booking system operated by teachers.

To facilitate the BYOD program, BSWPS has set up a parent/carer portal with Learning with Technologies (LWT), an online computer store, allowing parents/carers to purchase or lease one of our preferred standard devices at reduced cost. Restricting acceptable device models streamlines classroom activities, assists with day-to-day troubleshooting, allows teachers to maximise the use of provided applications, facilitates collaborative work, and provides students with the best overall experience of technology.

BYOD devices are not covered by the school's insurance. Parents/carers are encouraged to consider obtaining their own insurance for their child's device, covering accidental damage and/or loss.

We hold an annual information session for parents/carers, to explain our device program and how it operates, to outline the responsibilities of the school and of families, and to answer questions. An additional, compulsory eSafety Induction session is also held for all students and their families, covering how to treat devices, and expectations for behaviours when using digital technologies.

Following this meeting, an Acceptable Use Agreement will be signed by the parents/carers, students and the Principal, and lodged at the School Office.

Parents, carers and students who would like more information or assistance regarding our device program are encouraged to contact the Principal or ICT Coordinator through the School Office.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety and wellbeing. At BSWPS, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies. Students learn that use of technologies must be inclusive of everyone, and respectful of oneself, other people and the environment.

At BSWPS, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred (e.g. GAFE)
- 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 about safe, responsible and discerning use of digital technologies, including *Hector's World, Digital Citizens, YeS Project, Lost Summer*
- 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 Wellbeing and 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 at school
- 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 a compulsory e-Safety Induction session, regular updates in our newsletter, annual information sheets and occasional forums including expert guest speakers on the topic of healthy management of children's use of technology.

Student use of digital technologies at school in Years 3-6 will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement, declaring their commitment to safe, responsible and respectful use of digital technologies at school .

The school's image will password-protect devices used at school. The school also strongly advises all families to use antivirus software when participating in the BYOD program.

When at school, access to the internet is filtered by the Department of Education's Internet Service Provider to help safeguard devices from inappropriate content. Students may not connect to any non-school networks while their device is at school.

It is recommended that parents explore their options for parental controls on devices to ensure that content accessed at home is appropriate for the age of their child. Resources and information are available at www.esafety.gov.au/parents/resources.

To further restrict BYOD-program devices, the school can install administration rights to prevent downloading and installation of third-party software such as games. Because parents have purchased these devices, the school cannot compel the installation of its own administration rights. However, devices that are protected from the stresses of additional downloads are likely to perform more effectively at school, have a longer life-span and provide students with further layers of protection from exposure to inappropriate material when using their device away from school and potentially unsupervised. We offer parents the option of authorising the school to put administration rights onto their child's device – a reversible process – via a form available through the School Office.

Students are allowed to store their own content on BYOD devices. However, they are not allowed to access personal games, media or other content during school hours without teacher consent.

Students may use real-time communication apps (such as email services or blog systems) when teacher consent is given and the purpose is relevant to learning tasks. Telephones or other devices that do not adhere to BYOD specifications may not be used during school hours, as per the school's Mobile Technologies Policy.

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.

Most social media sites have an age limit of at least 13 years and are therefore blocked by the Department's filtering system. If parents/carers choose to allow access to such sites at home, it is their responsibility to monitor use.

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.

Student behavioural expectations

When using digital technologies, students are expected to behave in ways that are consistent with the Acceptable Use Agreement and with this Digital Technologies policy, as well as with the school's Statement of Values and School Philosophy, the Student Wellbeing and Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behavioural standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing inappropriate or unlawful content), BSWPS 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. 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.

FURTHER INFORMATION AND RESOURCES

- Purchasing Information can be found in the document 'BSWPS BYOD Options: Grade 3 Students'.
- 'BSWPS Device Program: Frequently Asked Questions'
- 'Why Do We Use Devices To Teach?'
- Acceptable Use Agreement: see Annexure A
- Student Wellbeing and Engagement Policy
- Statement of Values and School Philosophy

REVIEW CYCLE

This policy was last updated in October 2021 and is scheduled for review in October 2023.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement