TRARALGON SOUTH PRIMARY SCHOOL
DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

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 (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; and

(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 Traralgon South Primary School.

Staff use of technology is governed by the Department of Education and Training's (DET) '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:

1. **Vision for Digital Technology at our School:**

   Traralgon South 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.

Traralgon South 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.

2. **Safe and Appropriate Use of Digital Technologies:**

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

At Traralgon South 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;
- Actively educate and remind students of our school's values and expected student behaviour, including online behaviours;
- Have an Acceptable Use Agreement (see Appendix A attached) 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;
- Provide a filtered internet service to block access to inappropriate content; and
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation.

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.

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.

3. **Student Behavioural Expectations:**

When using digital technologies, students are expected to behave in a way that is consistent with Traralgon South Primary School's Statement of Values and School Philosophy Policy, Student Wellbeing and Engagement Policy, 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), Traralgon South Primary School will institute a staged response, consistent with our policies and the DETs 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.

REVIEW CYCLE:

This policy was last ratified by School Council on 15 June 2020 and is scheduled for review in 2022.

Acceptable Use Agreement

School Profile Statement:

At Traralgon South Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a Student Wellbeing and Engagement Policy, Statement of Values and School Philosophy Policy, and Bullying Prevention Policy that outlines our school's values and expected student behaviour. These policies include online behaviours;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
    - See: Duty of Care and Supervision
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students; and
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.

Safe and Responsible Behaviour:

When I use digital technologies, I communicate respectfully by:

- Always thinking and checking that what I write or post is polite and respectful;
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel;
- Not sending mean or bullying messages or forwarding them to other people; and
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- Protect my friends' information in the same way;
- Protect my passwords and don't share them with anyone except my parent;
- Only ever join spaces with my parents or teacher's guidance and permission;
- Never answer questions online that ask for my personal information; and
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:

- Stop to think about what I post or share online;
- Use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help;
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information;
- Speak to a trusted adult if I see something that makes me feel upset or if I need help;
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared;
- Don't deliberately search for something rude or violent;
- Turn off or close the screen if I see something I don't like and tell a trusted adult; and
- Am careful with the equipment I use.

I will use this knowledge at school and everywhere I use digital technologies.

Student Agreement/Licence

_____

(Teacher or Principal)

acknowledges the commitment of

_____

(Student)

to being a polite, safe, responsible and ethical user of

digital technologies.

As a student I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this policy.

I understand that there are actions and consequences established within the relevant school policies if I do not behave appropriately.

_____   _____

Student signature   Parent signature

_____   _____

Teacher/Principal signature   Date