



Digital Technology Policy

(Internet, Social Media and Digital Devices)

2019 - 2021

Rationale:

All Victorian government schools are required to have a policy addressing student use of digital technologies. This includes student use of all hardware and software that enables internet access, social media use or access to digital materials or content. This includes all data that can be digitally processed, stored and communicated.

ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. The need to be conversant in ICT and to be able to control ICT to your own advantage has never been more important, and will become increasingly vital in the lives of all people.

Information and Communications Technology, if used effectively and discriminately, provides a unique and powerful opportunity to enhance student learning.

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.

Aims:

This policy aims 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, i.e. Netbook 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

Policy:

This policy applies to all students at Morang South Primary School. Staff use of technology is governed by the Department’s *Acceptable Use Policy*.

Implementation

Vision for digital technology at our school

Morang South Primary School understands that 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.

Morang 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Digital Technologies provide students with the tools to transform their learning and to enrich their learning environment. Students can have the opportunity to;

- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of digital technologies and their social and ethical responsibilities as users of ICT
- develop skills in discriminate and appropriate digital technologies usage
- develop digital technology literacy skills in all students

Netbooks at Morang South Primary School

Year 3 to Year 6 classes, at Morang South Primary School, are delivered with the use of netbooks. These devices will have their own password protected netbook account and log on. Students must bring a charged netbook to school each day to be used during class time for different learning activities. Access to this personal digital device is a privilege that infers responsibility, and not simply a right to be expected.

Our school operates a netbook lease program, which at Morang South means students must bring a netbook leased through the school with them to each day. Consideration of any alternative arrangements for BYOD devices must be discussed with the Principal. Morang South has a Netbook Lease Agreement in place which must be signed by parents as part of the loan agreement. Loan fees must be paid by the due date.

The student's netbooks will be supplied with a base package of software that will allow them to complete the tasks required of them within the classroom.

The netbook is subject to the warranty policy of the supplier. An insurance model for loss and non-warranty repair is in place and excess details are identified as part of the Netbook Lease Agreement.

Morang South Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. Families should contact the Principal to discuss options for payment or alternative support. Shared netbooks can be provided for access by students within the classroom in certain circumstances.

Digital Technologies across the School

Digital Technologies will be incorporated into all levels of the school and across learning domains. This is provided through;

- Foundation to Grade 2 classes allocated at least six iPads and six laptops in each room
- Banks of at least 15 iPads stored in a trolley are available for Year 3/4 and Year 5/6 to utilize as part of their teaching learning program
- All students in grades 3-6 will compile detailed, multimedia digital portfolios of their learnings and experiences at school.
- Digital resources that reflect the topics being studied at school, and are appropriate to each child's ability, will form a regular component of each student's homework tasks
- Students have access to a wide variety of suitable information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered
- A variety of appropriate technology based interactions with other schools and organisations will be actively encouraged, including webinars and Skype education sessions.
- Years 3 to 6 students at our school will have email access
- Teachers incorporating the Victorian Curriculum Digital Technologies and embedded IT capabilities into teaching and learning programs
- The school will develop and maintain an up-to-date website, which includes a Kids Corner section for students to publish termly reports of school happenings.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Morang 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 Morang 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 lessons 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
- only use students first name and initial from surname in any online published space or email distribution
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including the eSmart program
- 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
- 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 digital technologies use related to our *Student Engagement, Wellbeing and Inclusion*.
- actively educate and remind students of our School's values and expected student behaviour, including online behaviours and online conduct
- actively educate students about being responsible for notifying their teacher **immediately** of any inappropriate material so that access can be blocked
- actively educate students on the consequences of publishing, accessing or failing to notify the teacher of inappropriate material. Any consequences will be consistent with our Student Engagement, Wellbeing and Inclusion Policy and Student Code of Cooperation
- have an Acceptable Use Agreement (eLearning Cooperation Agreement) outlining the expectations of students when using digital technology at school
- a signed parent and student Agreement is required to be completed in order to gain access to the devices, internet, or to publish student work, photos or videos on the internet

- 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
- 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 our newsletter, information evenings and parenting links on the school website.
- shall require teachers to be responsible for making sure all profession related internet work is of a high standard, and were screened for accuracy, appropriateness, grammar, spelling prior to publishing.

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.

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, including asking students to facilitate this access. 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 Morang South Primary School's *Statement of Values, Student Wellbeing, Engagement and Inclusion* policy, and *Bullying and Harassment 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), Morang South Primary School 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 or suspension of network access privileges
- removal or suspension of email privileges
- removal or suspension of internet access privileges
- removal or suspension of printing privileges
- removal or suspension of netbook or digital technologies privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement and Bullying and Harassment Prevention* policies

Supporting Digital Technologies

In order for digital technologies programs to run successful within a school context it is imperative that support resources are available. At Morang South Primary School;

- An 21C Leader will be appointed to our school to lead the 21C Learning -Action Learning Team (ALT), which will coordinate the school's eLearning plan and provide expertise and guidance in the use of digital technologies across the school community. The 21C Learning Action Learning team will be made up of staff and will meet twice a term
- Each year, grade 6 students will be awarded the leadership role of ICT Leaders and will be asked to represent students in regard to Digital Technologies and promote positive digital technologies behavior and conduct

- The school Operations Manager, DET TSSP, 21C Learning Leader and Assistant Principal will work to construct and maintain a ICT plan (encompassing eLearning planning and technology planning)
- Staff members will be advised as part of the PDP goal setting to utilize the ePotential ICT Capabilities resource to gain insight into areas for professional learning and development.
- Technical support by means of Education department funded cluster and local technicians will provide specialised expertise where required.
- Technician will be employed in addition to allocated DET TSSP.

Parent and Community Support

- School Council will allocate sufficient funds to ensure the purchase or lease of high quality computers, cabling and peripherals as required by the School ICT Progression Strategy
- A School Council policy detailing the use of the internet and e-mail will be developed
- The community will be kept abreast of changes to learning technologies, and will be invited to be involved or offer feedback in regard to the program where practicable.
- Parents will reinforce safe and appropriate use of digital technologies messages
- Parents will notify the school of any known cyberbullying between students which has occurred during school hours or on school leased devices
- Costs associated with personal internet usage will be borne by student’s families.

Evaluation:

This policy may have to be adjusted from time to time to allow for DET initiatives.

This policy will be reviewed as part of the school’s annual review process for ICT.

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|-----------------------------------|--|
| Date Implemented | 2015; 2019 |
| Author | Assistant Principal/Principal/DET Template |
| Approval by School Council | Consultation Recommended |
| Date Reviewed | 03/04/2019 |
| Responsible for Review | Assistant Principal |
| Review Date | 03/04/2021 |
| References | Victorian Government Schools Policy Advisory Guide |

This Policy is closely linked to and should be read in conjunction with the following documents:

- MSPS eSmart Policy
- MSPS eLearning Code of Co-operation
- MSPS eLearning Code of Co-operation Agreement
- MSPS eLearning Code of Co-operation Publication Agreement
- MSPS Devices Policy
- Netbook Program @ MSPS booklet
- Internet Usage Policy
- Social Media Policy
- MSPS Students Engagement, Wellbeing and Inclusion Policy
- Statement of Values and Philosophy

Appendix A

MSPS STUDENT eLEARNING CODE OF CO-OPERATION

What is eLearning?

In the Victorian Curriculum, students develop Information Communication Technologies (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The capability involves students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment.

eLearning refers to the effective integration of a range of technologies across all areas of schooling to support student learning.

What influence does eLearning have on our children?

eLearning creates engaging and active learning opportunities which act as a catalyst for authentic, meaningful learning experiences. As society changes, so does the expectations of what is required for the 'Future Learner'.

Our Future Learners are:

- Profoundly impacted by technology in most aspects of their lives.
- Problem solvers and educational risk takers.
- Critical and reflective thinkers.
- Discriminating users of information.
- Independent, self-directed learners – who value learning and understand the learning process.
- Engaged in authentic learning experiences.
- Involved in learning – engaged and focused.
- Aware of belonging to a global community where the citizens of the world are their co-learners.

What are the benefits of eLearning, including the Internet, Online communities and email?

The power of the Internet and email lies in its ability to create connected global communities. Students can make connections and become global learners. eLearning can support students in effective use of the Internet and email to:

- Collect, analyse and organise information.
- Co-create, collaborate and communicate (ideas and information) in a safe, supportive and innovative 'online' communities and environments.
- Work with others and in teams.
- Solve problems.
- Increase ICT capability.
- Allows students to investigate, search, share and discuss.
- Allowing children to accept more responsibility for their learning.

So why have an eLearning Code of Co-operation

At Morang South Primary School, we are extremely privileged to be equipped with fantastic ICT equipment. The purpose of these guidelines is to ensure that students use the equipment, internet, online communities and email in a responsible and

appropriate manner. It's important that students adhere to school expectations and values within the eLearning Code of Co-operation.

MSPS eLearning CODE OF CO-OPERATION AGREEMENT

1. I agree to follow all teacher instructions and live by our school values regarding the use of my Netbook, the Internet and email.
2. I will take great care of **all** ICT equipment in the school. This includes computers, interactive whiteboards/TV's, digital cameras, scanners and my Netbook.
3. At home, I understand that it is preferred that my brother(s) and/or sister(s) do not use my Netbook.
4. I understand that when I'm in grade 3 (when allowed to be taken home), 4, 5 and 6 it is my responsibility to charge my Netbook each night.
5. I understand that I will be required to replace parts of the Netbook (examples below) if I lose or damage...
 - a. **The power adapter** (charger). Approximately \$50
 - b. Keys from **the keyboard**. Approximately \$45, however, if keys do come off, KEEP them
 - i. and we can fix your keyboard at no additional cost. Please don't attempt to fix it yourself,
 - ii. as you may damage the keyboard, which may then need replacing.
 - c. **The screen**. Approximately \$120
 - d. **The case**. Approximately \$10
6. I will ensure that any online communication I have (including, emails, blogs, wiki's, etc.) represents our school values and does not contain inappropriate content. I will always use the Internet in a mature and responsible manner living by our school values.
7. When using the Internet, I will only access appropriate information, which is relevant to my work. I will make no attempt to access inappropriate material.
8. If I accidentally come across unsuitable material, I will inform the teacher immediately.
9. I will only use my first name on World Wide Web and online communications (I understand the importance of not including surnames and addresses or giving out personal details).
10. I will respect the privacy of teachers and fellow students by not giving out their personal details or reading their e-mail.
11. If I choose to use a USB memory stick from home, I understand that I will only use it to retrieve or transfer the files related to my school work. I will not copy, download or put my own software or items unrelated to my school work from the Internet on my Netbook as this may cause a virus or interfere with the *DET Edustar* image.
12. **I agree to follow the above agreement and I'm aware that behaviour not meeting the above expectations or our school values, including unauthorised or unreasonable use of social networking sites, can expect to be dealt with in a manner consistent with our Student Code of Cooperation.**

Student's name: _____ Home Group: _____

Student's signature: _____

Parent's signature: _____ Date: _____

**eLEARNING CODE OF CO-OPERATION -
PUBLICATION POLICY PARENT/GUARDIAN AGREEMENT**

I have read and discussed the eLearning Code of Cooperation with my child and I understand that Internet access is designed for educational purposes at Morang South Primary School.

N.B: The school has monitoring procedures in place to limit access to educational material.

PLEASE RETURN THIS COMPLETED AGREEMENT TO SCHOOL

(Please tick yes or no)

| Technology activity | Description | Yes, I do give permission | No, I do not give permission |
|---|---|---------------------------|------------------------------|
| Internet | Children use the Internet to create, collaborate and then communicate their knowledge and understandings of learning programs. | | |
| Communication- Internal | Children send and receive messages and/or email internally within the school or closed online communities, to other classrooms/teachers. | | |
| Communication- External | <ul style="list-style-type: none"> - Padlet (teacher supervised messages tool) - Blog/Wiki (the teacher may have set a Class Page. More details to follow from the classroom teacher. <p>Email - DET uses Netspace in every school as an Internet Service Provider. Netspace allows schools to provide an email address for students that teachers can support students to learn how to use email appropriately.</p> <p>Children send and receive external emails with their home, other schools and other teacher approved organisations as a part of collaborative projects.</p> | | |
| Publishing | Children's work, photograph or video is published on the school website/newsletter or used in school or community publications to celebrate their efforts/achievements. (Authorship of work is by first names and home groups only). | | |
| Publishing – Web 2.0 tools: - uEducateUs Gallery, Google Classroom community, Class-based Wikki/Blog | Children's work, photographs or videos may be published on uEducateUs Galleries, Google Classroom community, class-based wiki or blog. Only accessed by students in the classroom and by the classroom teacher. | | |
| Video conferencing | Children take part in live video links with our school, educational experts and other schools who are participating in collaborative projects, under the supervision of a teacher. | | |

Child's Name: _____ Date: _____ Home Group: _____

Parent/Guardian's Name (Please print): _____

Parent/Guardian's Signature: _____

It is the responsibility of the parent/guardian to inform the school, in writing, if permission is to be withdrawn. If parents/guardians choose not to give permission, their child/children will not have their work published nor will their name be published for sporting or

artistic achievements in the school's newsletter or the Web page. Non return of consent form is deemed to be that approval has not been given by the parent.