



DIGITAL TECHNOLOGIES POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) (Child Safe Standard 9)



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

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 iPad bring your own device (BYOD) 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 Solway 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 also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Solway Primary School's Child Safety Code of Conduct

- [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.

POLICY

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.

Solway 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 at Solway Primary School

Solway Primary School operates a 1-to-1 BYOD program. Classes at our school are delivered with the use of iPads and/or notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Solway Primary School has made special arrangements with JB- Hifi who may offer discounted prices for the purchase of devices for our students. Solway Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has sufficient storage for school use
- can operate on the latest version of IOS to date

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.

Students, parents and carers who would like more information or assistance regarding our 1-to-1 iPad BYOD program are encouraged to contact the school's Digital Technologies Coordinator on 9885 2421.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Solway 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 Solway 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 Engagement, Inclusion & Wellbeing* 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 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/school portal 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 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 used by another person, the account holder must notify [insert relevant role/s, i.e. classroom teacher, the administration], 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 Solway Primary School's *Statement of Values, Student Engagement, Inclusion & Wellbeing* 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), Solway 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, Inclusion and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date in 2 years	September 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Please refer to the Acceptable Use Agreement for Primary Schools



Solway Primary School

Technology Acceptable Use Agreement 2023

iPad General Use

- Students are responsible for all information and content on the device, which should adhere to this Acceptable Use Agreement guidelines for Technology use
- Students must have their name (first and last) clearly visible on the device, including separate labels for the charger and any cables
- The iPad should come to school each day **fully charged** for the day's activities. Charging will not be an option at school
- The iPad must not be left in school bags, but placed in the classroom lockable cabinet upon arrival at school and when not in use
- iPads may only be taken outside with the direct permission of a teacher
- Teaching staff have the right to look at any application or file on the iPad at any time. Staff will make random checks on selected devices and students will need to connect to Apple Classroom when using at school
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device
- The school recommends that when using the iPad at home it is in a family or common area and not in a bedroom

iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function
- It is expected that students will have the required Apps downloaded onto their iPad before bringing it to school
- See the iPad program Apps list - 2023 for details of required Apps.
- By using the iTunes software a user agrees to be bound by the terms and conditions of the Software Licence Agreement.
- By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.

- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement
- The School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes

iPad Restrictions

We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the 'Allow Content'.

Software Age recommendations

All of the applications listed on our current 2022 apps list are suitable for children aged 4+ with two exceptions. PicCollage, a popular application for photo layout and editing, has a 12+ rating in the Apps Store. Toontastic, a drawing and animation application, has an age rating of 6+. Some applications with a higher age rating have valuable educational purposes, when used in a safe and appropriate way, in a monitored environment.

eSmart

Solway Primary School is an accredited eSmart school. This is a whole school program designed in conjunction with the Department of Education and Training (DET) and The Alannah and Madeline Foundation for Australian schools. It is a comprehensive Cyber Safety Program in which the students are expected to meet guidelines. As we are in the 'maintaining phase' of eSmart, this program will continue to develop throughout the year. Students also receive regular direct instruction in cybersafety issues.

Responsibility for iPad

It is the student's individual responsibility to ensure that the iPad is looked after. Like all personal items brought to school, Solway PS has no liability for damage or loss of any personal items, including iPads.

Cloud Storage and Google Suite

It is important to note that we will be using the Google Suite of Apps including Google Classroom and Google Drive programs and Apps that use cloud based storage. The Department of Education requires us to notify parents that we are doing this, and require permission, as not all cloud storage is based in Australia. Not being in Australia does not mean it is less secure. Please see the 'G Suite For Education Information Pack for Parents' for more information. **Only return the G Suite form if you do not want your child using G Suite. This is an Opt-out form.**

Digital Portfolios

Solway Primary School uses Seesaw as its preferred Digital Portfolio platform. Seesaw uses cloud based storage which has been assessed by the School and the DET Privacy Officer. Student work is private to the classroom by default. Teachers control what is shared and with whom.



Solway Primary School
A S H B U R T O N

Technology Acceptable Use Agreement 2023

I have read the Solway Primary School Technology Acceptable Use Agreement.

I have discussed this Agreement with my child.

I give permission for my child to participate.

I understand that failure to follow this Acceptable Use Agreement may result in my child having his or her iPad or other technology privileges suspended.

I understand that my child will be required to connect to Apple Classroom.

I understand that some programs, such as Google Suite, use cloud based storage.

I consent for my child to use Seesaw for class activities.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____