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

DIGITAL TECHNOLOGIES POLICY

RATIONALE

At Solway Primary School we believe that students, staff and parents have the right to belong to a supportive and secure learning community where they can safely learn, work, interact with and be respected by others, without intimidation, bullying (including cyber bullying) or harassment, in an orderly and cooperative environment. We embrace the presence and use of Information and Communications Technologies (Digital Technologies) as an integral part of the learning environment, whilst recognising the potential abuse of Digital Technologies in facilitating anti-social, inappropriate and illegal material and activities. Managing the school's responsibilities to maximise the benefits of Digital Technologies and to minimise and manage the potential harm that Digital Technologies can be used to cause, requires the implementation of rigorous and effective school cyber safety practices.

Examples of Digital Technologies include the internet, Ultranet, email, school intranet, mobile phones, short messaging service (SMS) and other devices (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community).

AIMS

- To ensure that all students and members of our school community understand our commitment to providing students with the opportunity to benefit from Digital Technologies to support and enhance learning and development at school
- To facilitate the appropriate use of Digital Technologies and online resources and tools in a manner that ensures the safety and well-being of all students, staff and parents

This will be achieved by:
- Providing guidance to students, staff and parents on expected student behaviour when using Digital Technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- Making students, staff and parents aware of their roles and responsibilities in relation to cyber safety and online behaviours
- Developing the necessary skills, knowledge, attitudes and behaviours required of students, staff and parents to participate and function effectively and appropriately in cyber space
- Providing relevant and developmentally appropriate programs and strategies that promote appropriate cyber safety practices amongst all members of the school community
- 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
- Delivering our school's policies and procedures for responding to inappropriate student behaviour on Digital Technologies and the internet

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 for students in years 1 to 6.
(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

SCOPE

This policy applies to all students at Solway 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 technology at our school

Digital Technologies is a fundamental component of teaching and learning. Application of current theory and best practice in Digital Technologies, will support our school to implement an innovative eLearning environment to engage our students and prepare them for their futures. This will focus on the essential skills and knowledge required to enable our students to be reflective, creative, collaborative, resourceful problem solvers, able to generate knowledge, use their imagination and make connections with the real world. It will enable them to develop into innovative, responsible and confident users of technology and lay the foundations for their development as global digital citizens and life-long learners.

iPads at Solway Primary School

Current research indicates quite strongly the benefits of students having their own devices as tools for their learning. Our vision is to grow, develop and prepare students for their futures in an ever growing world of Digital Technologies. In addition, our students will be well placed to benefit from the Digital Technologies curriculum.

Solway has been using iPads in classrooms since 2013 and it has proven to be an effective, engaging and personalised method of learning which promotes creativity, critical thinking, collaboration, communication, citizenship, problem solving and imagination.

The iPad Program ensures that students remain engaged and motivated in their learning and facilitate anytime, anywhere learning and collaboration using their own device. We are committed to building student and staff expertise in using an iPad as a teaching and learning tool. This will involve blending iPads into current teaching methods and using them as a tool 'on top of' and not 'instead of' quality, explicit instruction.

Classes at Solway are delivered with the use of iPads. Students involved in the program must bring a charged iPad to school each day to be used during class time for different learning activities and are required to have their own iPad that must:

- a <u>minimum</u> of 16GB capacity – for school use ONLY
- fitted with a sturdy case that protects corners, back and front of the iPad
- fitted with a protective screen
- iPad is labelled with the student's name (first and last)
- iPad charger is labelled with the student's name (first and last)
- iPad is linked and accessible to an iTunes account – ***parents are responsible to set up an iTunes account and connect the iPad to that account***
- latest iOS operating system is updated on the iPad
- a passcode lock is activated and recorded for the iPad
- appropriate headphones (overhead or earbuds) are brought to school, labelled with the student's name (first and last)
- school Apps are loaded onto the iPad, in a folder titled 'Solway'
- student iPads must have messenger or any form of external messaging/social media disabled whilst at school

Solway has special arrangements with Apple Store Chadstone that offers personalised service and the full range of advice of purchase of iPads for Solway Primary School students.

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

In the meantime the school does have iPads that a student can use, at school, with the required Apps but the number of these iPads is limited so there is no guarantee that one will be available. The school's Office staff can provide you with the name of a company that can fix iPads, however Solway Primary is not associated with this company.

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

Safe and appropriate use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Solway Primary School, we are a fully accredited eSmart school, a program developed by The Alanah and Madeline Foundation, a fosters commitment 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.

Specific examples include:

- use online sites and digital tools that support students' learning, and focus our use of Digital Technologies on being learning-centred
- 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 to be promoting safe, responsible and discerning use of Digital Technologies, including eSmart Week, T.H.I.N.K. mantra, T.H.I.N.K. points weekly award

- 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 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
- 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 regular updates in our newsletter and annual information sheets.

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 their 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. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Implementation

Solway's cyber safety programs and strategies are delivered through a 'continuity of care' framework, with a strong emphasis on primary prevention. This framework promotes partnerships between all members of the school community, reflects a restorative practices approach to well-being and aligns with our School Values.

PRIMARY PREVENTION

- The school is responsible for sourcing and implementing relevant and developmentally appropriate programs and strategies that support positive behaviours and relationships through the promotion of appropriate cyber safety practices. This will include a range of classroom based, interactive and on-line student learning, staff professional learning and parent education opportunities
- The school is accountable for ensuring that all students, staff and parents are made aware of their responsibilities, as articulated in the school's Digital Technologies user agreements. These include the whole school *Code of Conduct*, the *P-2 Student User Agreement*, the *Y3 - 6 Student User Agreement* and the Department's *Digital Technologies Acceptable Use Policy*
- All staff, students and parents are responsible for acting in accordance with the school's Digital Technologies user agreements
- The school has the right to monitor, to access and to review all school-based Digital Technologies usage by students, staff and parents. This includes personal emails sent and received on the school's computers and /or network facilities
- The school has the right to audit at any time, any material located on equipment that is owned or leased by the school. The school may also request permission to audit privately owned Digital Technologies devices used on the school site or as part of any school related activity

EARLY INTERVENTION

- Any incidences or allegations of behaviour that are in apparent breach of Solway's Digital Technologies user agreements will be thoroughly investigated by the school
- The school's responses to apparent breaches will involve *restorative dialogue* with the person(s) who have made the breach and any person(s) harmed as a result of the apparent breach
- Breaches made by or affecting students will result in the school immediately notifying the parents of those students
- Where a breach is deemed to be extremely serious, The Department's Conducts and Ethics branch may be contacted
- As part of their cyber safety roles and responsibilities, students, staff and parents will be advised to report any known breaches of the school's Digital Technologies agreements involving themselves or others, including cyber bullying
- Any student, staff member or parent who is alleged to have breached a Solway Digital Technologies agreement, including incidences of cyber bullying, will be informed of these allegations by the school
- Where necessary, the school will invoke its right to monitor, to access and to review all school-based Digital Technologies usage or to audit material on Digital Technologies equipment or devices

INTERVENTION

- Where an apparent breach of the school's Digital Technologies user agreements is established, *restorative dialogue* with the person(s) who have made the breach and any person(s) harmed will be continued. This dialogue will focus on subsequent actions relating to the obligations the person(s) who have made the breach and the needs of any person(s) harmed
- All actions and responses taken and proposed will be documented, and all persons involved will be informed
- Actions and responses taken and proposed in relation to breaches of the school's Digital Technologies user agreements will vary according to the nature and circumstances of each breach. These may include the loss of access to the school's computers and other Digital Technologies facilities for a period of time
- Where appropriate, students, staff or parents involved in breaches may be offered counselling and support
- The progress and well-being of any students, staff or parents involved in breaches will be monitored and evaluated as required

RESTORING WELL-BEING
- Any actions and responses taken in relation to breaches of the school's Digital Technologies user agreements including recovery plans, recovery activities or behavioural agreements, will be documented, monitored and evaluated
- Students who have made breaches of the school's Digital Technologies user agreements and any person(s) harmed as a result of the breach will be supported through the conducting of 'follow-up sessions' involving further *restorative dialogue* for the purpose of repairing harm and restoring a sense of normality

EVALUATION
Due to the active and rapid evolution of Digital Technologies, regular evaluation and updating of this policy will occur as required

FURTHER INFORAMTION AND RESOURCES

- *DET Staff Acceptable Use Policy:- https://www.education.vic.gov.au/hrweb/Documents/Digital Technologies-acceptable-use-policy.pdf*
- *Office of the eSaftey Commissioner: - https://www.esafety.gov.au/*
- *eSmart :- https://www.esmart.org.au/*
- *School engagement and wellbeing*

REVIEW CYCLE

This policy was last updated in June 2019 and is scheduled for review in June 2021.

DIGITAL TECHNOLOGIES CODE OF CONDUCT

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

P-2 STUDENT USER AGREEMENT

Solway is committed to providing opportunities for students to become the best **digital citizens** they can be. This commitment incorporates students developing their skills and knowledge of Digital Technologies and cybersafety, using Digital Technologies in a safe and responsible way, and interacting with others respectfully in appropriate ways.

The content of this agreement has been produced, with guidance, by the students of Prep to Year 2. The document is designed to incorporate Solway's Core Values, elements of Solway's eSmart accreditation and adopted T.H.I.N.K mantra. When using devices at Solway Primary School, including laptops, iPads, personal phones (if required), digital cameras and interactive whiteboards, I agree to:

	Respect	**Responsibility**	**Integrity**
Looking after me	Respect my personal details and keep them private (e.g. personal I, passwords, etc) Have my iPad on black screen in my lap when a teacher is talking unless my teacher says so	Research and use websites responsibly Use some non school apps if my teacher says so Only use school apps in class time and at school	Tell a responsible adult if something upsets me on my device Shut down/close websites that are not for kids Use websites and apps that my teacher has asked me to.
Looking after others	Be nice to people online Respect others devices and look after them if I can	Use and share interesting websites responsibly and safely Help others using their devices	Only post positive and appropriate comments (Google classroom) Tell my friend to do the right thing if they are using their device inappropriately
Looking after Property	Store or leave my device in a safe position in the classroom (table, filing cabinet, laptop trolley) Move safely with my devices	Carry my device in the safe position when moving around	Ensure my device is charged enough to use for the school day Plug in the school devices after I have used them

I am aware that my digital technology usage may be monitored at any time and understand that if I breach this agreement then I will incur consequences. This may include the loss of using devices at school for a period of time.

Student Name: _____ Signature: _____Class: _____ Date: _____

I have read through the Digital Technologies Code of Conduct with my child and I have discussed the importance of being safe and responsible when using devices.

Parent/Guardian Name: _____ Signature: _____ Date: _____

DIGITAL TECHNOLOGIES CODE OF CONDUCT

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

3-6 STUDENT USER AGREEMENT 2018

Solway is committed to providing opportunities for students to become the best **digital citizens** they can be. This commitment incorporates students developing their skills and knowledge of Digital Technologies and cybersafety, using Digital Technologies in a safe and responsible way, and interacting with others respectfully in appropriate ways.

The content of this agreement has been produced, with guidance, by the students of Year 3 to Year 6. The document is designed to incorporate Solway's Core Values, elements of Solway's eSmart accreditation and adopted T.H.I.N.K mantra. When using devices at Solway Primary School, including laptops, iPads, personal phones (if required), digital cameras and interactive whiteboards, I agree to:

	Respect	Responsibility	Integrity
Looking after me	Respect my personal details and keep them private (e.g. personal information, passwords, etc) Only respond to messages online from people I know	Research and use websites responsibly Take responsibility for knowing my username and password Only use school apps in class time and at school	Tell a responsible adult if something upsets me on my device Shut down/close websites that are not for kids Use websites and apps that my teacher has asked me to
Looking after others	Be respectful to people's thoughts and opinions online	Use and share interesting websites responsibly and safely Help others using their devices	Only post positive and appropriate comments (Google classroom) Tell my friend to do the right thing if they are using their device inappropriately
Looking after Property	Store or leave my device in a safe position in the classroom (table, filing cabinet, laptop trolley) Ensure I am only using and editing my own account and files when using Google Drive	Carry my device in the safe position when moving between classrooms and around the school	Ensure my device is charged enough to use for the school day Plug in the school devices after I have used them

I am aware that my digital technology usage may be monitored at any time and understand that if I breach this agreement then I will incur consequences. This may include the loss of using devices at school for a period of time.

Student Name: _____ Signature: _____Class: _____ Date: _____

I have read through the Digital Technologies Code of Conduct with my child and I have discussed the importance of being safe and responsible when using devices.

Parent/Guardian Name: _____ Signature: _____ Date: _____