Digital Technologies (internet, social media and digital devices) Policy

ISSUE DATE: November 2022 | **REVIEW DATE:** November 2024

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 Grade 5-6 1-to-1 Personal Device Program and F-4 Shared Device Program

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

(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 when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Coburg North 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 schools Employee iPad Use Agreement.

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

- Coburg North 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

eLearning Vision at Coburg North Primary School

Coburg North 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 interconnected 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.

Mission Statement

- To embed Digital Technologies in all curriculum areas using appropriate pedagogies.
- To provide connected learning beyond the school.
- To give students and teachers the appropriate Digital Technologies and multi-literacy skills for future learning and teaching.
- To support staff in their own professional learning to enable them to have the skills and confidence to enhance their teaching and personal work organisation.
- To develop students' curiosity and ability to:
  - Think logically and critically.
  - Ask questions and solve problems.
  - Innovate and create.
  - Collaborate and communicate.

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, provides 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.

Personal Devices at Example School

In Years 5 and 6, iPads are used as a tool to enhance learning. If students are participating in the 1 to 1 Personal Device Program, students must bring a charged iPad to school each day to be used during class time for different learning activities. Coburg North Primary School provides the option for families to use a school device. Families wishing to take part in the School Owned Device Program are asked to make a curriculum contribution.

Coburg North PS has special arrangements with JB HiFi which offer discounted prices for the purchase of iPads for Coburg North Primary School students.

Students participating in the program must have the below device: **1.2 iPad 8th Generation (or higher), WiFi 128GB and STM DUX Protective Case**.

Please note that if parents/carers are participating in the BYOD Program, they are encouraged to consider obtaining their own insurance for their child's device.

Contribution Arrangement and Insurance

Families participating in School Owned Device Program must sign a Device Loan Agreement Form and be aware of the following:

When the iPad is outside of the school's supervision, it is the responsibility of the parent/guardian to ensure reasonable care is taken in the storage and use of the iPad.

Teaching staff are to be notified of physical damage or technical based issues as soon as they arise and will be directed to the school's technician. The following physical damage/technical based issues will occur the following costs:

- **Technical issues, related to reasonable use** (not negligent, deliberate damage, theft or loss). Will be covered by the manufacturer's warranty and will be repaired offsite. This does not incur a cost to parents.
- **Negligent or deliberate damage**: Parents/ Caregivers will be responsible for all costs associated with damage.
- **Theft/Loss**: An excess of $100 will apply, with the condition that a police report is obtained, otherwise a payment in full will be required.
- **Accidental Damage**: An excess of $100 will apply. Accidental damage does not include water damage. Water is not to be placed near the device.

N.B. Parents/ Caregivers are not authorised to organise a third party to complete repairs or repair the device themselves.

Students, parents and carers who would like more information or assistance regarding our 1 to 1 Device Program are encouraged to contact Laura Rossi, Digital Technologies Leader or Monika Gruss, Principal on 03 9354 1660.

Both BYOD and School Owned Devices must come to school each day in full working order:
- Fully charged - students will not have access to charging facilities at school
- Case and cover on
- School required apps installed
- System software – correct version – installed
- Minimum of 6GB storage space free for school work

Students are asked to follow the below expectations when using the iPad at school:
- I will walk when carrying the iPad.
- I will keep the iPad in its case at all times.
- I will be the only user of the iPad.
- I will store the iPad in accordance with my classroom teacher's instructions.
- I will only use my iPad during lesson times (it is not to be used at school outside of learning time).
- I will ensure the iPad does not come in contact with any liquid substances.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Coburg North Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Coburg North Primary School, we:

- Encourage families to be involved in a 1 to 1 Device Program in the 5/6 level. This device will support a range of learning activities where students collaborate, create, problem solve and think critically.
- Provide a Shared Device Program in Years F-4 to increase technologies access across the school.
- Employ an IT technician to support device use across the school.
- Provide two comprehensive handbooks about the 1 to 1 Devices for Learning Programs (found on the school's website).
- Provide information regarding Digital Technologies on our school's website.
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through our handbooks, information sessions and articles in our School Newsletter.
- Maintain our accreditation as an eSmart school. The eSmart program will be a component of our curriculum, designed to educate our students about digital issues such as cyberbullying, online privacy, intellectual property and copyright.
- Ensure that all students and parents read and sign the Digital Technologies Acceptable Use Agreement at the beginning of each year. This document will outline clear protocols and expectations for the safe and responsible use of technology and online spaces.
- Maintain an updated Cyber Bullying policy and reporting system that articulates our vision and actions that aim to minimise incidences of cyberbullying at school.
- Use clear protocols and procedures to protect students working in online spaces. This will include reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity.
- Supervise and support students using digital technologies in the classroom.
- Provide a filtered internet service to block inappropriate content.
- Critically appraise all online sites, apps and digital tools that teachers use in the classroom to support students' learning.
- Teachers will monitor student use of apps in the classroom through the application of online, and other tools.

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 the Acceptable Use Agreement and Device Loan Agreement (Year 5/6 only).

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 and the Digital Technologies Leader 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 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

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.

Our school has established a Sustainability page using Instagram for students to showcase their actions in contributing to the community. We also have school Apple Books and Podcasts accounts and share videos on the school's VIMEO account [a department approved site for sharing Coburg North News Network episodes] Parents can opt out of these platforms selecting Opt Out on the Photographing, Filming and Recording Students at Coburg North Primary School consent form.

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 the Acceptable Digital Technologies Use Agreement at School: F-6 Safe and Responsible Behaviour 2023, the Coburg North Primary *School's Statement of Values, 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 inappropriate or unlawful content), Coburg North 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 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 and child safety training processes

- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	School Council Nov 2022
Approved by	Principal and School Council
Next scheduled review date	November 2024