



DIGITAL TECHNOLOGIES POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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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).
- (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

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.

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:

- 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 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

eLearning Vision at Coburg North Primary School

Coburg North PS seeks to develop the skills that will enable our students to participate successfully in a global community. Teachers will engage students in ways not previously possible. We aim for our students to become adaptable, effective and ethical users of technology to learn, create and communicate.

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.

1 to 1 Devices at Coburg North Primary School: Years 5/6

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 PS offers a renting program where families can rent an iPad as part of the 1 to 1 Personal Device Program.

Coburg North PS has special arrangements with Education Advantage (leasing) and JB HiFi (purchase) which offer discounted prices for the lease or purchase of iPads for Coburg North PS students.

Students participating in the program must have the below device: **1.2 iPad 7th Generation (or higher), WiFi 128GB and STM DUX Protective Case.**

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

Lease Arrangement and Insurance

iPads rented through the Coburg North PS Rental Agreement, the following process will be taken when considering loss or damage to the iPad:

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

Financial Support

Coburg North PS has in place arrangements to support families who may be experiencing long or short-term hardship to access a device for learning. We also have a bank of iPads that can be used by students who are not participating in the BYO program or renting a device.

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.

Safe and Appropriate Use of Digital Technologies

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 devices for use in the classroom for those students who do not have access to a device as part of the 1 to 1 Device Program.
- Employ IT technician to support device use across the school.
- Provide a comprehensive information booklet about the 1 to 1 Devices for Learning Program (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 by through our Information Booklet, regular 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.
- Appoint an eSmart coordinator that will support smart, safe, responsible technology and wellbeing outcomes for our school community.
- 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.

Social Media Use

Our school has established a Sustainability Instagram page for the community to showcase the initiatives our school undertakes to embed sustainability in teaching and learning. Parents are welcome to contact Hannah Dallas, our Sustainability Co-ordinator if they have any questions or concerns about students participating in this forum. Students **do not** use this platform in their learning, and it is only for parents to access Sustainability initiatives used in our school community.

CONSEQUENCES OF MISUSE

Each year students and parents are required to complete a '**Digital Technologies Acceptable Digital Technologies Use Agreement**' (see school's website).

In the event of breaches of the agreement the following steps will be implemented:

General Misuse

1. In the first instance, a warning is issued to the student.
2. A subsequent breach will mean that the device will be confiscated for the day and parents will be notified.
3. A further breach will mean that the device will be confiscated for 1 week; parents will be notified.

The consequences for any further breaches will be determined by the Digital Technologies Leader in consultation with the Principal and/or the Assistant Principal.

In instances when the device is confiscated, the student must continue with the same work as other students in the class but must use school technology (e.g. netbook) to carry out the task (teacher discretion).

Virtual Private Networks

The device agreement is signed at the start of the year, stipulates that only school based and age appropriate apps (ratings under 12 years old) are to be on student devices used at school.

The use of a Virtual Private Network (VPN) allows users to engage with the internet or other networks, and stream anonymously. Connection to a VPN allows users to bypass filters and potentially access, upload or distribute inappropriate and illegal content without being detected. The DET and local technician will conduct random spot checks of devices throughout the school. **VPN connections (including via VPN apps) are not allowed to be installed on or utilised on devices that access the school's network.**

If a VPN is found to be on a student's device the following action will be taken:

1. The device will be confiscated.
2. Parents will be notified and asked to collect their child's device.
3. Further checks of the device will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative school technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

Unauthorised Distribution of Material

In the event of unauthorised material being distributed, each case will be addressed on an individual basis and will have different consequences depending on the severity.

We have a zero-tolerance approach to the distribution of inappropriate or tampered images/videos involving staff or students. Severe cases may result in instant suspension and removal from online learning platforms.

To minimise the use of inappropriate use, all teachers will use the Apple Classroom app where they gain full control access of all iPad devices in their room.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with 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 of inappropriate or unlawful content), Coburg North PS 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. These may include:

- 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.

Please refer to the Consequences of Misuse section above.

EVALUATION

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training and the eSmart Schools Program. The Acceptable Digital Technologies User Agreement will continue to be ratified by School Council.



Acceptable Digital Technologies Use Agreement: F-6 Safe and Responsible Behaviour 2021

When I use digital technologies, I communicate respectfully by thinking and checking that what I write or post is polite and respectful. I must also ensure that I only use my own digital device (or a device provided by the school). This means I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others. (This can include leaving someone out to make him or her feel bad).
- Don't copy someone else's work or ideas from the Internet and present them as my own. (I will include the website link).
- Never touch another student's digital device for any reason.
- Don't send or forward inappropriate material to any member of the school community.

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 not to be shared online. This means I:

- Never share my own or my friend's full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Protect my password and I don't share it with others.
- Don't join a space online without my parents or teacher's guidance and permission.
- Never answer questions online that ask for my personal information.

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

- 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.
- Speak to a trusted adult if I know someone else is upset or scared.
- Stop to think about what I post or share online.
- Use apps, spaces or sites that are right for my age.
- Don't deliberately search for something inappropriate.
- Either turn off the screen or use the back button if I see something inappropriate (offensive or violent) and tell a trusted adult.
- Am careful with the equipment I use.
- Never purchase anything online unless a trusted adult assists me.

When I use digital technologies, I ensure that it is used to promote learning. This means I:

- Only use digital technologies for learning purposes.
- Turn off all notifications so my learning is not interrupted.
- Stay on task using educational apps approved by my teacher/school.
- Report any misuse of digital technologies to my classroom teacher.
- Turn off iMessage or other instant messaging apps (including social media) while at school.
- I will use digital technologies to communicate with others for learning purposes only (i.e. no personal messaging during school times)

When I use digital technologies for remote learning, I ensure that I am respectful. This means I:

- Do not distribute any photography/image, filming or recording without the permission of my teacher.
- Do not record live classes without the permission of my teacher.
- Use devices in a shared and appropriate space where an adult is present (e.g. not my bedroom/bathroom).
- Only use video conferencing platforms as directed by my teacher.
- Dress appropriately for video conferencing (e.g. not my pyjamas/swimmers).
- Will be respectful while participating in video conferencing by looking at the screen and following my teacher's instructions (e.g. turning the mic off to eliminate noise).

CONSEQUENCES OF MISUSE

General Misuse

In the event of breaches of the agreement the following steps will be implemented:

1. In the first instance, a warning is issued to the student.
2. A subsequent breach will mean that the device will be confiscated for the day and parents will be notified.
3. A further breach will mean that the device will be confiscated for 1 week; parents will be notified.

VPN - Virtual Private Network

The device agreement is signed at the start of the year, stipulates that only school based and age appropriate apps (ratings under 12 years old) are to be on student devices used at school.

The use of a Virtual Private Network (VPNs) allows users to surf the net and stream anonymously. VPNs allow users to bypass filters and access inappropriate and illegal content without being detected.

The DET and local technician will conduct random spot checks of devices, throughout the school.

If a VPN is found to be on a student's device the following action will be taken:

1. The device will be confiscated.
2. Parents will be notified and asked to collect their child's device.
3. Further checks of the device will be conducted.
4. Any subsequent breaches will result in a 2 week ban and the student will be provided with alternative school technology (such as a netbook).
5. Following these steps, any student found to have a VPN on their device will be banned from using the school network.

Unauthorised Distribution of Material

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We have a zero-tolerance approach to the distribution of inappropriate or tampered images/videos involving staff or students. Severe cases may result in instant suspension and removal from online learning platforms.

EVALUATION

This policy will be reviewed as part of the school's ongoing policy and process review cycle as well as any information provided by the Department of Education and Training and the eSmart Schools Program. The Acceptable Digital Technologies User Agreement will be ratified by School Council in 2020.

Please read and sign the following **Acknowledgement of Digital Technology Use Agreement**.

STUDENTS

I acknowledge and agree to follow these rules. I understand that my access to the Internet and digital technology at school will be renegotiated if I do not act responsibly.

Student Name: Student Signature: Class: Date:

Parent/Guardian Agreement: Please tick EVERY BOX before signing.

I have read, understand and agree to abide by the school's Acceptable Digital Technologies User Agreement. I agree to the following (please tick each box)

- ☐ Agree to my child using the Internet at school for educational purposes only.
- ☐ Agree for the school signing my child up to education accounts, websites and apps, e.g. school email, Apple Classroom, Showbie, Google Drive, and other similar age appropriate collaborative spaces.

- ☐ Be aware of apps/software/platforms my child is using and use Common Sense Media to check that the content my child is accessing online is age appropriate.
- ☐ Understand that only students and appropriate teaching staff are in the live class (video conference).
- ☐ To ensure an adult is present in a shared space while my child is learning online.
- ☐ Refrain from communicating online with students that are not from my family.
- ☐ Do not distribute any photography/images filming or recording relating to or from the school.
- ☐ If there is a situation which concerns me, I will contact either the school Principal or my child's classroom teacher as soon as it arises.
- ☐ Contact the school if there is anything here that I do not understanding.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact our Laura Rossi (Digital Technologies Leader), Monika Gruss (Principal), Tim Prendergast (Assistant Principal) or your child's class teacher on (03) 9354 1660 or via the school email coburg.north.ps@edumail.vic.gov.au.

Parent Name: Parent Signature: Date: