



Heidelberg Primary School

DIGITAL TECHNOLOGIES POLICY

(Internet, social media and digital devices)

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 program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads)
- (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 Heidelberg 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

Digital Technologies at Heidelberg Primary School will inspire and empower our school's learning community to implement innovative learning experiences using a range of digital tools. Our school community will develop responsible digital citizens who use technology to globally network ideas and opportunities. Heidelberg Primary School will provide teachers and students with transferable skills and tools to thrive in an ever changing and developing society.

iPads at Heidelberg Primary School

Classes at all year levels have access to iPads. In years Foundation – Year 2, students have access at school to a bank of shared iPads which are owned by the school. In the middle and upper school we run a 1:1 iPad program, which aims to ensure each student in year 3 to year 6 is offered the opportunity to have access to their own iPad, to use at home and at school. Parents are offered two ownership models, either bringing their own machine from home, providing it meets minimum specifications, (see below) or leasing a machine from school.

Students of parents who decide not to participate in the 1:1 program will be provided with individual access to a digital device while they are at school.

Students may bring their own device from home, provided it meets the following specifications:

- Full size wifi iPad 5th Gen or higher (no sim cards)
- Minimum 32GB total storage
- Minimum of 6GB storage space free for school work
- System software – correct version – installed and updated
- Protective Cover - folio type preferred
- School required apps installed
- Fully charged - students will not have access to charging facilities at school

Safe and Appropriate use of digital technologies

Heidelberg Primary School recognises the need for students to be safe and responsible users of digital technologies. For that reason, an important aspect of our school's digital technology program is to reinforce behaviours that enable our students to stay safe online, and are consistent with being responsible online citizens.

We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians.

At Heidelberg Primary School, we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students

- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child

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 ICT coordinator 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 any devices attached to our computer network, 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.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Heidelberg Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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. Versions of this agreement contain language appropriate for students of various ages.

When a student acts in breach of the behaviour standards of our school community as outlined in this agreement, (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Heidelberg Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of the Acceptable Use Agreement 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:

- Warning
- Student and teacher discuss the inappropriate behavior.
- Suspension from using technologies at school. e.g. 1 day, 1 week.
- Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

In all cases where a student has breached the behaviour standards, parents will be informed.

RELEVANT POLICIES

- eSmart policy
- Internet Acceptable Use Agreement
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Child Safe Standards

REVIEW CYCLE

This policy was last updated in July 2019 and is scheduled for review in July 2022.