

# DIGITAL TECHNOLOGIES

## INTERNET, SOCIAL MEDIA and DIGITAL DEVICES

October 2018



### INTRODUCTION:

For the purposes 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 information such as text, images, audio or video.

Digital technologies provide students with rich opportunities to support learning and development. Through access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging.

### PURPOSE:

This policy is in place to ensure that students and members of the school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support learning
- expected student behaviour when using digital technologies
- strategies in place to promote safe, responsible and discerning use of digital technologies, and our commitment to educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using digital technologies
- the school's policies and procedures for responding to inappropriate student behaviour when using digital technologies.

### SCOPE:

This policy applies to all students at Gladstone Views Primary School while at school or on school approved activities.

Staff use of technology is governed by the Department's Acceptable Use Policy.

### COMMUNICATION PLAN:

Parents will be referred to this policy at the commencement of each school year and on enrolment. A copy will be available on the school website.

Staff will be referred to this policy at the commencement of each school year and on induction (new staff). A copy will be available on COMPASS.

### IMPLEMENTATION:

#### 1 School Provision of Devices

- a All required digital technologies are provided by the school.
- b Students in years Prep to 4 have access to iPads and netbooks (purchased/leased by the school for specific learning activities).
- c Students in years 5 and 6 have 1 to 1 access to a netbook allocated annually by the school. These netbooks are purchased/leased by the school and are not taken home by students. Students also have access to iPads for specific learning activities.
- d Digital devices such as Spheroes will be purchased/leased by the school for student use
- e Students, and their parents/carers are required to sign an Acceptable Use Agreement prior to students being able to access digital technologies.

#### 2 Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing.

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.

At Gladstone Views Primary School we:

- a use online sites and digital technologies that support students' learning and focus our use of digital technologies on being learning-centred
- b supervise and support students using digital technologies
- c address any issues or incidents that have the potential to impact on the safety and wellbeing of students
- d educate students to be safe, responsible and discerning users of digital technologies

- e teach students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining personal privacy online
- f have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- g use clear protocols and procedures to protect students when working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- h monitor live sites students are using and review user histories
- i Educate students on appropriate responses to any dangers or threats to wellbeing that they may encounter
- j provide a filtered internet service to block access to known inappropriate material
- k refer suspected illegal online acts to the relevant law enforcement authority for investigation
- l support parents/carers to understand safe and responsible use of digital technologies.

### **3 Student Behavioural Expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Gladstone Views Primary School's Statement of Values, Student Engagement, Wellbeing and Inclusion 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), a staged response, consistent with school policies and the Department's Student Engagement and Inclusion Guidelines will be implemented.

#### **RELATED POLICIES:**

Student Engagement, Wellbeing and Inclusion  
Mobile Phones – Student Use  
Values Statement  
Bullying Prevention Policy

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