



**Digital Technologies**  
**(Internet, Social Media and Digital Devices)**

**Approved by School Council:**  
April 2018

**Review:**  
April 2021

## **PURPOSE**

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, including our 1-to-1 device program with the Grade 5/6 students
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 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*.

## **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**

Gladstone Views Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Gladstone Views 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 inter-connected 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.

### **Implementation at Gladstone Views Primary School**

All required digital technologies are provided by the school. Students in years Prep to 4 have access to iPads and netbooks (purchased/leased by the school for specific learning activities).

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.

Digital devices such as 'Spheros' will be purchased/leased by the school for student use. All students will be given a school Google for Education account (@gvps.vic.edu.au) for the use of cloud storage, email, Google Classroom and other Google for Education applications. Students and their parents/carers are required to sign an Acceptable Use Agreement prior to students being able to access digital technologies.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Gladstone Views Primary School, we are committed 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.

At Gladstone Views Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict 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
- 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 Wellbeing and 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 the 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 the classroom teacher/Digital Technologies Coordinator 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.

### **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 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), Gladstone Views Primary School 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. 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.

### **Review Cycle:**

This policy will be reviewed as part of the school's three-year review cycle.

# ACCEPTABLE USE AGREEMENT



## School Profile Statement

At Gladstone Views Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At GVPS we:

- have a *Student Wellbeing and Engagement Policy* that outlines our School's values and expected student behaviour. This Policy includes online behaviours
- have programs in place to educate our students to be safe and responsible users of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies for school-directed learning
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
- provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning
- address issues or incidents that have the potential to impact on the wellbeing of our students
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules
  - eSafetyParent | Office of the Children's eSafety Commissioner

## Safe and Responsible Behaviour

When I use digital technologies and the internet I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet, I respect myself and others by thinking about what I share online.

This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

## School owned devices

### Ownership

- The school retains ownership of the device at all times.
- The primary purpose of the device is for student learning.
- The school will manage the device and apps.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private and can be accessed by the school at any time.
- All devices are covered by a manufacturer's warranty for a period of time. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the classroom teacher.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal or their nominee may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

## Student Declaration and Acknowledgment

When using digital technologies, I will:

- follow the expectations set out in this Acceptable Use Agreement, using this knowledge at school
- and everywhere I use digital technologies and the internet.
- **report to a trusted adult** when I see or know about something that is unsafe, inappropriate or anything I am unsure about.
- handle ICT devices with care and notifying a teacher of any damage or required attention.
- abide by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. iPads, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet (social networking sites)
- video and photo sharing websites

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

**Students Name:** \_\_\_\_\_ (please print)

**Students Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

## Parent Declaration and Acknowledgment

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I agree to:

- both parents having access to Compass School Manager, the school's learning management system to:
  - Monitor attendance and enter approval for absences or lateness
  - View children's Semester Reports
  - Book parent, teacher and student conferences
- my child using a range of educational iPad apps to support learning, as managed by the school  
my child being signed up for the following educational applications: Reading Eggs, Mathletics, Google Apps for Education and Gmail (managed by the school), Essential Assessment, Fresh Grade and Class Dojo
- my child's first name and surname initial being published in the school newsletter, on the school website or on a password protected educational website
- a photo, audio or video of my child or their work being published on the school website, Compass or a password protected application or website that is managed by the school
- I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not follow these expectations appropriately.

I agree to \_\_\_\_\_ using the internet at school for education purposes in accordance with the Student Agreement above. I understand the school provides adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_