



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



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal.

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 laptop program and 1-to-2 iPad program.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, 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
- (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 Mount Egerton 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Mount Egerton 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)



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

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, can 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.

Mount Egerton 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Mount Egerton Primary School

Some classes at Mount Egerton Primary School are delivered with the use of iPads. Students have access to iPads owned by the school.

When using school iPads, students must:

- Not remove the protective case
- Handle the iPads with care and ensure no food or drink is consumed when operating an iPad.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Mount Egerton Primary School, we are committed to educating all students to use digital technologies safely, equipping them with skills and knowledge to navigate the digital age.

At Mount Egerton 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, including the eSmart program
- 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 student 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 a staff member, 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.

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.

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 with consistent Mount Egerton Primary School *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), Mount Egerton Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement Policy*.

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 staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Made available in hard copy from the office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	School Council May 16 th 2023
Approved by	Principal and School Council
Next scheduled review date	May 2025



APPENDIX A: ACCEPTABLE USE OF DIGITAL TECHNOLOGY AGREEMENT

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable internet sites I will immediately close the lid of my laptop or put my iPad/handheld device face down on the table and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Internet/Email committee.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Agreement:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do/do not consent to my child having their first name (last initial) published on the Internet.

I do/do not consent to my child having their picture published on the Internet.

I do/do not consent to my child corresponding with others, using email.

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____