

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

BRUNSWICK EAST PRIMARY SCHOOL

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Please ensure that you insert information relevant to your school where prompted in yellow, and amend references to "Example School" so that they are replaced with your school name. You are encouraged to amend the font and text styles used in this template to reflect your school colours, and include your school logo where possible.

PURPOSE

To ensure that all students and members of our school community understand:

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- (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 or insert other appropriate programs as relevant to your school]~~
- (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

This policy applies to all students at Brunswick East Primary School. ~~Example School.~~

Staff use of technology is governed by the Department's *Acceptable Use Policy* ~~[and insert name of any local policy that your school has, in addition to the whole of DET requirements under the Acceptable Use Policy — note that not all schools have a local policy and there is no requirement to have one].~~ *Policy.*

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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 purpose of this section is to explain to the community the role that you would like digital technologies to play within the school environment. The text below is included as a sample only and should be amended to reflect your school community.]~~

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Brunswick East 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' needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Brunswick East 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, creatively and appropriately, to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies:

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

At Brunswick East 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 Learning Communities to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the Learning Community
- 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 Bully Stoppers; <https://www.education.vic.gov.au/school/students/health/Pages/bullying.aspx?Redirect=1> and eSafety Commissioner <https://www.esafety.gov.au/>
- 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 Wellbeing Student 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 the 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 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.

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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 their Learning Community Teachers immediately.

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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 Brunswick East Primary School's Statement of Values, Student Wellbeing and Engagement Policy, and Bullying Prevention Policy.

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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), Brunswick East Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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Breaches of this policy by students can result in several 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.

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REVIEW CYCLE

<u>Drafted by</u>	<u>Brunswick East Primary School</u>	<u>Version</u> <u>Final</u>
<u>Principal signature</u>		<u>Scheduled review date <</u> <u>March 2022</u>

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

[Here you may include your school's *Acceptable Use Agreement* (AUA), if applicable. The Department recommends that schools require students to complete an *Acceptable Use Agreement* (AUA), describing behavioural expectations of students to use the internet and digital technology in a safe and responsible manner. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Below are links to two draft documents that may be used as the basis for your own AUA.

The draft AUA for Primary Schools includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance. It may be included as part of the final Acceptable Use Agreement sent home to parents for discussion and agreement.

See links below for template Acceptable Use Agreements on the Department's website:

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)