Anglesea Primary School

Digital Technologies
Internet, Social Media and Digital Devices

OUR VALUES   Respect, Responsibility, Kindness, Collaboration.

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 personal device program

(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 Anglesea 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

Vision for digital technology at our school

Anglesea Primary School understands that digital technologies including the internet, apps, computers and tablets support learning and development of students in a range of ways.

Through increased access to digital technologies, students can benefit from authentic learning challenges in an interactive, collaborative, personalised and engaging way. Digital technologies require our students to creatively and curiously 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.

Anglesea Primary School uses digital technologies at school to support the development of valuable skills and knowledge in all curriculum areas. Our school's vision is to empower students to use digital technologies astutely and confidently to reach their personal best.

iPads at Anglesea Primary School

Classes at Anglesea Primary School are delivered with the use of iPads from grades 4-6. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates an iPad leasing program, allowing students to lease an iPad through the school. The advantage of the lease program is that it enables the students to have access to an iPad with the current and correct apps used by Anglesea Primary for teaching purposes.

The leasing program includes the iPad, the case, iPad apps and insurance. There are a number of payment options for the fees associated with the lease, and it is consistent with Anglesea Primary's Parent Payments Policy.

Anglesea Primary School has arrangements in place to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our iPad program are encouraged to contact the Business Manager.

Safe and appropriate use of digital technologies

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

Anglesea Primary School is an eSmart School. The eSmart initiative is an easy-to-use, evidence-based and tested system to help Australian schools manage cyber safety and deal with cyber bullying. The eSmart system addresses whole-school culture and behaviour change relevant to the smart, safe and responsible use of digital technologies.

At Anglesea 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 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 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.

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 has any concerns about sharing passwords, they must notify their home group teacher 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 Anglesea 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), Anglesea 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 was last updated in September 2019 and is scheduled for review in September 2021.

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