



Respect and Empathy for All

Swan Reach Primary School

Digital Technologies Policy

Approved by School Council: 12/08/2020

Review Date: 08/2021

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 student laptop program in upper levels and the provision of Classroom computers and iPads in the lower levels.]
- (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 Swan Reach 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

Swan Reach 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.

Swan Reach 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.

iPads, computers, and laptops at Swan Reach Primary School

All classes at Swan Reach Primary School are delivered and supported with the use of iPads, computers, and laptops. The junior classrooms are supplied with technological devices according to the needs of each classroom. These devices will be used in a safe and appropriate manner and remain in their protective cases.

Senior students must bring a charged laptop to school each day to be used during class time for different learning activities.

Our school operates a Laptop purchase program for the senior year levels (Grades 4-6). Swan Reach Primary School currently subsidises the laptop purchase price by 50%. Families can choose to pay the remaining 50% up front or enter an extended lease-to-purchase agreement with the school. Under the extended lease-to-purchase agreement, 50% of the family contribution must be paid before the laptops can be taken home. The remainder can be paid in instalments over the three-year period. Families may choose not to participate in the laptop purchase program and these students will be assigned a school computer to be used during class time. Assigned school computers cannot be taken home by students.

Students must bring their own purchased or leased computer with them to school each day. Computers are expected to be fully charged and in their protective cases. Swan Reach Primary School will ensure that all the necessary Operating systems and programs are available on the laptops including at this point, Windows 10 and Office Suite.

All laptops are covered by a three-year product defect warranty through the manufacturer. The laptops also have accidental insurance cover that allows for up to three repairs in a three-year period. The excess amount for any laptop repair insurance claim is payable by families.

All families will be required to sign an Acceptable use agreement before taking possession of the laptop. A copy of the agreement is in appendix A.

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Andrew Kenyon on 5156 4287.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Swan Reach 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 Swan Reach 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 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 knows or suspects an account has been used by another person, the account holder must notify the appropriate classroom teacher, 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 Swan Reach 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), Swan Reach 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 such as
 - *referral to the Year Level Coordinator*
 - *restorative practices*
 - *counselling and mentoring*
 - *behaviour management plans and reviews*
 - *further disciplinary action such as detentions, suspension or expulsion*

REVIEW CYCLE

This policy was last updated on 9/8/2020 and is scheduled for review in 08/2021

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Swan Reach Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Swan Reach Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- educate our students to be safe and responsible users of digital technologies
- supervise students when using digital technologies for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement.

Safe and responsible behaviour

When I use digital technologies I:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)

- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ protecting my friends' information in the same way
- ✓ protecting my password and not sharing it with others
- ✓ only joining a space online with my parent or teacher's guidance and permission
- ✓ never answering questions online that ask for my personal information.

- **look after myself and others** by thinking about what I share online.

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ speaking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stopping to think about what I post or share online
- ✓ using spaces or sites that are right for my age
- ✓ not deliberately searching for something rude or violent
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ being careful with the equipment I use.

Swan Reach Student Declaration

When I use Digital Technologies at Swan Reach Primary School, I have responsibilities and rules to follow. I agree that:

- I will not put any apps or programs on my computer that has not been authorised by the school.
- I will only use computers and other digital devices in the way my teacher or parent/guardian instruct me to.
- I will be careful with the equipment I use and I will use it safely.
- I will keep myself and my friends' safe by not giving out personal details such as passwords, full names, addresses and phone numbers.
- I will talk to my teacher or another adult if:
 - I need help
 - I am not sure what I should be doing on the Internet
 - I come across sites that make me feel worried
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

A breach of this agreement will result in consequences such as: computer access limited and/or confiscated, parent notification and possible suspension. Cyber bullying and the accessing of inappropriate material will be seen as a serious breach of classroom rules.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school and/or take responsibility for their leased machine. I will reinforce safe and responsible use of the Internet and digital equipment as outlined in the acceptable user agreement with my child at home.

I will contact the school if there is anything that I do not understand. If there is a situation which concerns me, I will contact the school.

Parent/Guardian Signature :.....

Date: