DIGITAL TECHNOLOGIES POLICY

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 at the Grade 5/6 level and our heavy investment in Digital Technologies elsewhere within the 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

INTRODUCTION

The use of Digital Technologies at White Hills Primary School is incorporated in almost every aspect of our teaching and learning programs. At White Hills we believe that it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of Digital Technologies.

SCOPE

This policy applies to all students at White Hills Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy,* but White Hills Primary School staff should be aware of the requirements in our local setting.

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

> At White Hills Primary School, Digital Technologies will be a fundamental component of all learning areas, using technologies innovatively to ensure students are equipped with the skills required to succeed in an ever changing digital world.

Professional Learning, equipment and resources will equip teachers with the skills required to effectively teach the Victorian Curriculum, integrating Digital Technologies across a range of authentic and rich learning tasks.

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.

Devices at White Hills Primary School

Classes at White Hills Primary School are delivered with the use of different devices. Currently this involves both student-sized netbook devices and iPads.

iPads

White Hills Primary School maintains a school-purchased trolley of 30 iPads. This trolley is shared amongst all classes and is booked by teachers according to their need. Bookings are monitored to ensure equitable use.

Netbooks

White Hills Primary School maintains a fleet of netbooks across the P-4 grade levels. Netbooks from P-4 are purchased by White Hills with a small budget reserved for yearly repairs. Our allocated technician and specialists undertake repairs where appropriate. Netbooks are allocated to classes based on the following ratio guide:

Student Netbook Ratios

- Prep   1 : 5
- One   1 : 4
- Two   1 : 4
- Three   1 : 2
- Four   1 : 2

Netbooks are housed in locked trolleys that are then locked to the school buildings. Care is undertaken to ensure netbooks are locked each night before staff depart the school.

Purchasing – White Hills Primary School has historically purchased netbooks outright. In 2018 the school began a trial of leasing netbooks for a three-year period.

Netbooks – Grade 5/6 Level

Our school operates a student-netbook leasing program, which means students and their families must lease a netbook for two years (grade 5/6) through the school provided program. Students must bring their leased netbook with them to school each day. White Hills Primary School investigates leases available at the end of each year with device options mirroring those used elsewhere in the school.

Students must bring a charged netbook to school each day to be used during class time for different learning activities. Students are to be made aware of the consequences and difficulties to learning that result from this not occurring.

White Hills Primary School ensures that the lease undertaken by the school (and families) has insurance included.

Instances requiring insurance coverage costs White Hills Primary School depending on the instance with $150 of this being past onto families. The school organises repairs on behalf of the student. Repairs must be handled by White Hills Primary School as the leaseholder.

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

Students, parents and carers who would like more information or assistance regarding our netbook program are encouraged to speak to their students' classroom teacher.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At White Hills 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 White Hills 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
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school and at home for school purposes
- 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.

Passwords

Student passwords are set using a standard naming system by our technician.

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 classroom teacher.

Content

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 White Hills Primary School's *Values, Student Wellbeing* policy, and *Behaviour* 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), White Hills 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 Behaviour* policies.

Grade 5/6 Netbooks

As mentioned above, students are required to bring their leased netbook to school each day, charged and ready for learning. Should students forget their netbook or bring it uncharged the following will occur:

- Student receives verbal warning.
- Student receives written warning.
- Student receives second written warning.
- Netbook remains at school for two weeks.

Following this process a restorative discussion is held and the student returns to taking the netbook home as per usual.

REVIEW CYCLE

This policy was last updated on [insert date] and is scheduled for review in [month/year].

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ANNEXURE B: WHPS ICT PROGRESSION IMPLEMENTATION AND SUPPORT PLAN (2017).