



Digital Technologies Policy

(Internet, Online Apps, Social Media and Digital Devices)

000 Policy Category	
000 Digital Technology Policy	
School Policy and Advisory Guide Reference: http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx	
Last Ratified by School Council	August 2019
Line Manager	
Origin	WFGS
School	Wodonga South P.S.

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Introduction

Wodonga Federation of Government Schools (The Federation) and its Member Schools: Wodonga Primary School, Wodonga South Primary School, Wodonga West Primary School, Melrose Primary School, Baranduda Primary School, Wodonga Middle Years College, Wodonga Senior Secondary College and Belvoir Special School are committed to providing a school community where students can maximise their learning while remaining safe.

Purpose

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

- (a) Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school;
- (b) Expected student behaviour when using digital technologies, including the internet, social media, and digital devices (including computers, laptops, tablets);
- (c) Our Member 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; and
- (d) Our Member School's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

Scope

This policy applies to all students within the Member Schools of the Wodonga Federation of Government Schools.

The Department's Acceptable Use Policy governs staff use of technology

Policy

Vision for Digital Technology at Our School

Schools within the Wodonga Federation of Government Schools understand that digital technologies, including the internet, apps, computers and tablets, provide students with rich opportunities to support learning and development in a range of ways.

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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 allows personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Wodonga Federation of Government Schools Member Schools believe 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 interconnected world. Our schools' 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.

Devices at Member Schools

Across the Federation, Member Schools may provide devices, offer leasing options, Bring Your Own Device programs or a combination of these.

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At our Member Schools, 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 our Member Schools, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- ensure the use of digital technologies in the classroom is aligned 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 digital citizenship 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

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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 (Appendix 1) outlining the expectations of students when using digital technology at schools;
- 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 filtered internet service to block access to inappropriate content;
- refer suspected illegal online acts to the relevant law enforcement authority for investigation; and
- support parents and carers to understand the 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 our Member 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 Member School Acceptable Use Agreement (Appendix 1).

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 classroom teacher as appropriate, immediately.

All messages created, sent or retrieved on our Member Schools' network are the property of the school. Our Member Schools reserve 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 our Member School's Statement of Values, Student Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school communities (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), our Member Schools

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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 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 Engagement and Bullying Prevention policies.

Implementation

Member Schools will have students (in some instances, parents/carers) sign and adhere to an Acceptable Use Agreement (Appendix 1) outlining a commitment to this Policy.

Review Cycle

This policy will be reviewed every three years or more often if necessary due to changes in legislation or circumstances.

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APPENDIX 1:

ACCEPTABLE USE AGREEMENT FOR THE INTERNET & DIGITAL TECHNOLOGIES

At Wodonga South Primary we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- 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 including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

Safe and responsible behaviour

When students use digital technologies and the internet students are expected to communicate respectfully by:

- always thinking and checking what they write or post is polite and respectful
- being kind to their friends and classmates and thinking about how the things they do or say online might make them think or feel
- working to stop bullying. Students are expected to not send mean or bullying messages or pass them on to others
- creating and presenting their own work and if they do copy something from the internet, students are expected to let others know by sharing the website link to acknowledge the creator.

When students use digital technologies and the internet students are expected to protect personal information by being aware that their full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means students are expected to:

- protect their friends' information in the same way
- protect their passwords and don't share them with anyone except their parents
- only ever join spaces with their parents or teacher's guidance and permission
- never answer questions online that ask for their personal information
- know not to post three or more pieces of identifiable information about themselves.

When students use digital technologies and the internet students are expected to respect themselves and others by thinking about what they share online. This means students are expected to:

- stop to think about what they post or share online
- use spaces or sites that are appropriate for their age and if they are not sure they ask a trusted adult for help
- protect their friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if they see something that makes me feel upset or if they need help
- speak to a trusted adult if someone is unkind to them or if they know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if they see something they don't like and tell a trusted adult

At school we:

- be careful with the equipment they use.
- discuss ways to be a safe and responsible user of digital technologies and the internet.
- present ideas around the ways that students can be a smart, safe and responsible user of digital technologies and the internet.
- Expect Students and parents are expected to enter into an acceptable use of the Internet and digital technologies agreement.