

Alvie Primary School

DIGITAL TECHNOLOGIES POLICY

PURPOSE

To ensure that all students and members of the Alvie Primary 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 iPad program from Prep – Year 2 and our device program from Years 3-6.
- (b) expected student behaviour when using digital technologies including the Internet, social media, and digital devices (including but not limited to 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

Staff use of technology is governed by the following Department Policies:

- Alvie Primary School's Acceptable Use Policy
- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Alvie Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

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 and any device that allows access to the Internet.

POLICY

Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Alvie Primary School understands 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 enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Alvie 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Alvie Primary School

Alvie Primary School delivers several programs with the use of iPads and devices. Students are provided with use of school owned iPads therefore are not required to bring their own to school each day to be used during class.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Alvie 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 Alvie Primary School, we:

- actively seek to use Departmental approved platforms for online learning
- are an accredited eSafety school
- have developed Privacy Impact Assessments (PIAs) for all non-departmental approved online platforms students use as part of their learning, linking them to departmental & school policies
- 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
- 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
- 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.

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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 classroom teacher must be notified 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 Alvie 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), Alvie 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 reviewed and approved by school council in **August 2022** and is scheduled for evaluation and review in **August 2024**.