

Digital Technologies Policy

North Melbourne Primary School

Issue Date: May 2021

Review Date: May 2023



DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 or insert other appropriate programs as relevant to your 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
- e. The use of digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their curriculum program(s).

SCOPE

This policy applies to all students at North Melbourne 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, smart watches 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

North Melbourne 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.

North Melbourne 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 at North Melbourne Primary School

The use of digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their curriculum program(s). At North Melbourne Primary School, we embed digital technologies across the curriculum.

Our school operates an optional Bring Your Own iPad (BYOI) program from Year 3-6, which enables students to bring their own iPad with them to school each day. Alternatively, families are able to lease an iPad from school. Shared use of technology is provided to all Prep-Year 2 students.

Minimum iPad requirements are:

- Operate on a version of IOS12+ or later
- Protective case
- have at least 32 GB of storage available for school activities

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are strongly encouraged to obtain insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact north.melbourne.ps@education.vic.gov.au

All students participating in the iPad Program must sign and follow the Acceptable Use of Technology Agreement. Failure to do so may result in their removal from the program.

Safe and appropriate use of digital technologies

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

- provide 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, including the use of Apple 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 incorporating digital wellbeing in to our wellbeing lessons.
- 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 our website and newsletter.

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 passwords and not divulge them to others. 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 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 school network, 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. Please note, our Acceptable use of technology agreement states that students should not use any Messages or Chat applications at school.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with North Melbourne Primary School's *Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy, available on our website.

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), North Melbourne 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 (not used at North Melbourne Primary School)
- 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 on May 2021 and is scheduled for review in May 2023.



ANNEXURE A: ACCEPTABLE USE AGREEMENT

School profile statement

At North Melbourne Primary School we support the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This document outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have learning sequences in place to educate our students to be safe and responsible users of digital technologies *including Aristotle and Respectful Relationships*;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Follow a clear procedure to address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the [Department of Education & Training](#) and The Children's eSafety Commission.

As a parent/guardian of a child and North Melbourne Primary School, you are required to ensure that your child is aware of their rights and responsibilities.

In this agreement, "Technology" refers to any internet/bluetooth capable device including: ipads, phones, and smartwatches.



Acceptable Usage of Technology Agreement: Student declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

1. Understanding I must look after technology, as I am responsible for any loss or damage that occurs in school or outside of school.
2. Respecting others and communicating with them in a positive manner and never participating in inappropriate or hurtful online behaviours;
3. Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online, or if I see others being unsafe, inappropriate or hurtful;
4. Using technology at school for learning activities only (e.g "home apps" are for home use only. This includes the messages app which must be disabled during school hours);
5. Protecting my privacy and the privacy of others by not giving out personal details, including full name, telephone number, address, passwords, photos or videos;
6. Never photographing or videoing other people unless you have their consent;
7. Thinking carefully about the content I share online (such as on See-Saw or Google Classroom), knowing that this is a personal reflection of who I am and can influence what people think of me;
8. Following the minimum age restrictions for apps and games including the removal of 13+ apps such as: Facebook, Instagram, Snapchat, Tiktok, Messenger if underage;
9. Following copyright regulations by requesting permission to use images, text, audio and video, acknowledging other people's work
10. Not accessing media, websites or apps that falls outside the School's policies;
11. Not attempting to log into networks or accounts using false details (e.g someone else's username, password, or using a VPN);
12. Understanding that my iPad must be set up with the JAMF Management System to connect to the school network.
13. Understanding that at school, teachers are required to supervise your iPad use and view the work you do on your iPad (this is similar to them looking at your books). This may be done in various ways including the use of Apple Classroom.

I understand that this agreement is in place to ensure North Melbourne Primary School is a safe and responsible environment for all students. If the school believes the agreement has been breached, we are required to investigate. The school may:

- Remove or restrict the use of a device at school.
- Communicate with your parents to request the removal of inappropriate content from a device (including images, video, 13+ apps such as Facebook & Instagram).
- Communicate with your parents to request the detailed inspection of a device (including browsing & message history).
- Report serious breaches to relevant authorities.

This Acceptable Usage Agreement applies when digital technologies are being used at school or any situation that involves other students of North Melbourne Primary School.

Student signature:

I understand and agree to follow the expected standards of behaviour set out within this agreement. I understand that I can withdraw from the iPad Program at any time. I understand the actions and consequences if I do not follow this agreement.

Student name: _____ Student signature: _____

Parent signature:

I have read and understand the information above and agree for my child to participate in the iPad program.

Parent/Guardian Signature: _____

