DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand the information in this policy please contact Yarram Primary School at 03 5182 5688.

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

(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 various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Yarram Primary School.

Staff use of technology is also governed by the following Department policies:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools and
- 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:

- Yarram Primary School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (all staff)

- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital technology at our school

Yarram Primary School understands that safe and appropriate use of digital technologies, including but not limited to the internet, apps, computers and tablets, provide students with rich opportunities to support learning and development in a range of ways. The use of digital technologies is also a mandated component of the Victorian Curriculum F-10.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Yarram 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety and/or wellbeing. At Yarram 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 world.

At Yarram Primary School we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purposes with targeted educational or developmental aims
- 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 safe, responsible and discerning users of digital technologies, including eSmart, online webinars and classroom discussions
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Wellbeing and 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 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 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 via Seesaw and Pelicam and through 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 their classroom teacher or another school staff member, as appropriate, 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Yarram Primary School's *Statement of Values and School Philosophy, 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), Yarram Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 use of technology for a designated period of time
- removal of network access 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 and Acceptable Use Agreement (Appendix A).

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

REVIEW CYCLE

Policy last reviewed	March 2024
Consultation	Staff and School Council July 2024
Approved by	Principal and School Council
Next scheduled review date	March 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

See below

- Acceptable Use Agreement for Primary Schools - Template
- Acceptable Use Agreement for Upper Primary and Secondary Schools - Template
- Further information - Consent, Acceptable Use Agreements and Online Services

Acceptable Use Agreement   Prep-Year 2

When I use digital technologies I will:

Care for all technology that I use. This means that I will:	Look after myself and others. This means that I will:
- use all technology carefully - carry technology with two hands - only use technology on a table or on my lap - never leave technology on the floor - only use the device assigned by my teacher - ask before I use the internet - notify a teacher of any damage or attention required.	- protect my personal information - only tell my teacher or parents my password - ask for permission before I take someone else's photo - tell an adult if I see anything that upsets me.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences on the school behaviour management document and that any breach of these conditions will result in internet and technology privileges being suspended or removed.

I understand that I may be legally and financially liable for misuse of technology.

Student	Year level	Date
Name:		___ / ___ / _____
Signature:		

Parent/Guardian
Name:
Signature:

Acceptable Use Agreement   Year 3 – Year 6

When I use digital technologies I will:

Protect my personal information. This means that I will:	Look after myself and others. This means that I will:
- not share my photo online - only use my first name if I send a message - not tell anyone my address or birth date - ask permission before I use the internet or other electronic device - only take photos and record sounds or videos when it is part of an approved lesson or learning task.	- be respectful with the photos or videos I take and never use them for bullying - tell my teacher if someone is hurtful online - seek permission from individuals (including teachers) involved before taking photos, recording sounds or videoing them - only use the device as I have been instructed by my teacher - only tell my teacher or parents my password.
Communicate respectfully. This means that I will:	Care for technology I use. This means that I will:
- never participate in online bullying (eg: forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours) - tell an adult if I see anything that upsets me.	- use and handle all technology carefully - carry all technology with two hands - never leave technology on the floor - only use technology on a table or on my lap.

I agree to be a safe, responsible and ethical user at all times when using technology and the internet by:

- abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- not accessing media outside the school's policies
- not downloading unauthorised programs, including games
- not interfering with network systems and security or the data of another user
- not attempting to log into the network with a username or password of another student.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences on the school behaviour management document and that any breach of these conditions will result in internet and technology privileges being suspended or removed.

I understand that I may be legally and financially liable for misuse of technology.

Student	Year level	Date
Name:		___ / ___ / _____
Signature:		

Parent/Guardian
Name:
Signature: