



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 iPad program.
- (b) expected student behaviour when using digital technologies including the internet, and digital devices (including computers, laptops, iPads)
- (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

This policy applies to all students at Inverleigh 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 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

Inverleigh Primary School understands that safe and appropriate use of digital technologies including the internet, apps, iPads and computers 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.

Inverleigh 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 Inverleigh Primary School

Our ICT Vision

At Inverleigh Primary School, Information & Communications Technology (ICT) is a fundamental component of teaching and learning. Relevant technology and professional learning equips our teachers with transformative skills and develops students who are innovative and confident users of ICT in an ever changing digital world.

ICT at Inverleigh

All students in the 3-6 Unit are issued with a school owned iPad for use in daily learning. Each student is issued with an iPad that is for their exclusive use at school throughout the year. The iPads remain at school and are not able to be taken home.

In 2018 the P-2 Unit students will also have access to a school owned iPad that they will share amongst the class, meaning that for a portion of their day, they will have access to the iPad as a tool for learning.

The iPads are learning tools that are used to enhance the rigorous and challenging curriculum provided at our school. iPads are used with purpose in our classrooms for specific learning tasks throughout the day.

We ask that children treat the iPads with respect and care as they will be responsible for maintaining the condition of the iPad and iPad cover assigned to them. To ensure that iPads are used appropriately a Behaviour/Consequence chart has been developed by staff. Please read this document with your child/ren and return the signed Agreement for each child. Students will have access to use the iPad once the school has received the signed form.

Students will be set up with a Google account. Teachers view, closely monitor and provide feedback on students' work through their Google accounts. Parents are welcome to view their children's work at home. Student Google accounts will be set up by the school and there will be no charge.

Students are not able to download Applications, games or music by themselves for their devices. This function is only accessible through our profile managing system.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Inverleigh 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 Inverleigh 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
- 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

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.

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 Inverleigh Primary School's *iPad Technology Agreement*, *ICT Behaviour Chart*, *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), Inverleigh 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:

- warning note/repeat incident note sent home to parents
- removal of device
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *iPad Technology Agreement* and *ICT Behaviour Chart*.



REVIEW CYCLE

This policy was last updated on March 2020 and is scheduled for review in March 2021.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



iPad Technology Agreement 2020

Name: _____

I will at all times: Remember our school values: Responsibility, Honesty and Self-discipline.

Be Responsible with technology both physically and digitally:

- This means being gentle at all times, taking care when moving around, ensuring the iPad is back in the carry cart and returned to the charging stations each night, cleaning the screen when needed, not eating or drinking around the devices.

Only interact with *my* device (unless otherwise informed.)

- This means never touching anyone else's iPad unless asked to by the teacher. Your iPad will be recorded on a list as yours to use, do not lend it to any other students to use, unless you are given permission by the teacher.

Be self-disciplined by staying on task when using my device:

- This means using the device appropriately. When you are asked to do work on the device that is all that you should be using it for.
No searching or browsing the internet in the background for things not related to the classroom lesson, not playing games and or listening to music. Requests for apps you will need can be submitted to your teacher. If they are appropriate, your teacher will ensure that these applications will be available to you for learning.

Be honest by reporting suspected inappropriate content straight away, quietly and without fuss.

- Some content is not appropriate for school; if you suspect or know of any inappropriate content you have no choice but to report it to a teacher as soon as possible. If you are not sure, still get your teacher to check just to be safe.
- Show an adult if someone writes or sends something inappropriate. Ask the adult to help you keep a record and tell someone at school.

Always be safe and responsible when using technology.

- Keep your email password private. We will be using this password to log in to your emails as well as your Google Drive and Google Classroom. This is strictly confidential and only you, your parents and your teachers should know it.



INVERLEIGH PRIMARY SCHOOL

Honesty - Self-discipline - Responsibility

- When collaborating online, you will connect with your teachers and other students in a digital space. Upload only the approved learning content. Any other content uploaded will be reported to the teacher.
- Technology allows us to do all sorts of amazing things but some people use technology for the wrong reasons. Always be careful with your passwords and digital profile. *It is important to remember that information uploaded through the internet is on there forever.*

Any form of Cyber Bullying by Inverleigh Primary School students will not be tolerated and will be subject to the normal disciplinary procedures of the school.

Student Signature: _____

Parent/Carer Signature: _____

Inverleigh P.S. ICT Behaviour/Consequence Chart

| | Behaviour | Consequence |
|---------------|--|---|
| Red | <ul style="list-style-type: none"> - Recorded repeat incident offence - Cyberbullying/Cyber attacking - Unauthorised modifications to an iPad/ICT tool that affects how it functions - Deliberate damage and carelessness - Viewing inappropriate content - Inappropriate searching | <p>Contact with parents</p> <p>Meeting with Principal</p> <p>Removal of iPad for an agreed extended period of time (made by Principal, parents and teacher)</p> |
| Orange | <ul style="list-style-type: none"> - Playing/using the iPad when I should be listening attentively - Sharing passwords with classmates - Touching another person's iPad/ICT device - Copying information directly from the internet (plagiarising) - Taking photos of others or yourself when it is not part of the task. | <p>Warning note sent home to parents to sign and return to school.</p> <p>Removal of iPad for up to a week.</p> |
| Yellow | <ul style="list-style-type: none"> - Not staying on task/distracting others - Leaving iPad unattended on the floor - Giving useless feedback to classmates in our online spaces - Time wasting - Not meeting personal responsibilities e.g. not returning iPad to charging station/back into baskets | <p>Warning note sent home to parents to sign and return to school.</p> <p>Removal of iPad/device for the learning session.</p> |
| Green | It's EASY being GREEN! | |