

### 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 learning to support and enhance learning and development at school through students having use of their own iPad/laptop while at school in which the school owns
- 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

### Scope

This policy applies to all students and staff at Ardmona 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](#)

[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:

[Ardmona Primary Schools 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 learnings" 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

Ardmona 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.

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.

Ardmona 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.

### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Example 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 Ardmona 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, including [insert details of specific programs]
- 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 regular updates in our newsletter and annual information sheets.



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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.

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 Ardmona 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), Ardmona 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 Policy and Bullying Prevention policies.

### 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
- Included in our staff handbook
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

### Review Cycle

Policy last reviewed	June 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	June 2024



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