PRINCES HILL PRIMARY SCHOOL
DIGITAL TECHNOLOGIES POLICY
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office at princes.hill.ps@education.vic.gov.au or by calling 9389 5300 to arrange an interpreter.

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

   (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

SCOPE

This policy applies to all students and staff at Princes Hill 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 also follow our school's Acceptable User Agreement, and our Remote Learning Plan when applicable.

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

- Princes Hill 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 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 learning at our school

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

Safe and appropriate use of digital technologies, including the internet, apps, computers, and tablets, can 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 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.

Princes Hill 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.

Personal Devices at Princes Hill Primary School

Classes at Princes Hill Primary School are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program in years three to six, which means these students must bring their own purchased or leased device with them to school each day. Families are requested to source devices independent of the school. Princes Hill Primary School does not have any special arrangements with any companies for the lease or purchase of devices for Princes Hill Primary School students.

Students are required to have their own Apple laptop that must:

- be newer than five years old
- be brought to school in a protective case
- have at least 10 GB of available storage
- have a minimum four-hours of battery life
- operate on the latest version of the operating system.

Please note that our school does not have insurance to cover accidental damage to students' MacBook, and parents/carers are encouraged to consider obtaining their own insurance for their child's MacBook.

PHPS has in place arrangements to support families who may be experiencing long or short-term hardship to access MacBook for schoolwork. Please contact an assistant principal to discuss this. We also have a limited supply of shared MacBook laptops that can be loaned to students in certain circumstances.

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the assistant principal. Though it is not preferred, any student can bring an alternate laptop or device of their family's choice though any support will be limited due to staff expertise and the design of our school network.

Further information about Princes Hill Primary School's BYOD program is covered in the *Provision of Digital Technologies Policy.*

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Princes Hill Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Princes Hill 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 purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

Social media use

Our school follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

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.

Our school, from time to time, use private online learning communities to enable collaborative learning opportunities which may have certain social media features such as 'friending' and 'following'. When these are used, they are run by the school and not accessible by the public, and used solely for educational purposes. For example, our school currently has a private Gitea server which the children use to collaborate when coding. This site has a 'follow' function enabling teachers and other children to be notified when changes are made to the children's code.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Princes Hill 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), Princes Hill 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 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.

Remote Learning

During periods of remote learning, temporary adjustments to this policy may be required. These changes will be communicated to families via Compass and to staff via school email distribution list.

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 processes
- Discussed at staff briefings/meetings as required
- Discussed at parent BYOD Information night
- Communicated via display at the Welcome Expo / Information Evening
- Made available in hard copy from the school office on request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2021
Consultation	Policy Subcommittee 11/10/21 School Council 19/10/2021
Approved by	Principal 19/10/2021
Next scheduled review date	2023

ANNEXURE A: PRINCES HILL PRIMARY SCHOOL DIGITAL TECHNOLOGIES USER AGREEMENT

Acceptable Use Agreement

When I use digital technology, I agree to:
- Be a safe, responsible and ethical user whenever and wherever I use it
- Communicate respectfully with others and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate, or hurtful online behaviour
- Safeguard my privacy by keeping my password private and by not giving out any personal details including full names, telephone numbers, addresses and images
- Use the internet for educational and learning purposes and use the equipment properly
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio, and video and cite references where necessary)
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another person
- Not install unauthorised programs, including games or run them on school computers
- Not participate in chat lines or Facebook
- Not deliberately search for, create, or print inappropriate material
- Respect other people's privacy by logging off a computer that has been left logged on by another user

When I use the network I:
- Will refrain from excessive printing and print only necessary school related work
- Will keep my network space well organised with school related files and delete files from folders when they are no longer required.

The Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities.

I have read the Acceptable Use Agreement carefully, discussed it with my parents. I understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and/or computer access privileges being suspended.

Student Name: _____

Home Group: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____