

## Digital Technologies Policy (Internet, social media and digital devices)

### PURPOSE

To ensure that all parents and students within 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 notebook 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

### SCOPE

This policy applies to all community members of Newport Gardens Primary School

The Department's *Acceptable Use Policy* governs staff use of technology

### 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

Newport Gardens 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.

Newport Gardens 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 technology, if not used appropriately, may present risks to users' safety or wellbeing. At Newport Gardens 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 Newport Gardens 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 our SWPBS Behaviour Matrix
- 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 a Digital Technologies Acceptable Use Agreement (DTAUA) 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 communications in our newsletter and annual information evenings.

#### Consequences

Consequences may apply if the *Digital Technology Acceptable Use Agreement* is not adhered to. Consequences will be judged on a case-by-case basis, and may include;

- Parent meetings
- Device confiscation for a period of time, as decided by staff
- Loss of digital technologies privileges for a period of time, as decided by staff e.g. certain programs, applications or websites
- Network/internet access restricted
- Completion of class work during recess or lunch times to make up for lost learning time
- Additional cyber safety lessons or homework

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 Digital Technologies 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 the classroom teacher or Learning Specialist (STEM) 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.

#### 1:1 Notebook Program at Newport Gardens Primary School

Newport Gardens Primary School operates a 1:1 notebook program from grades 4 – 6. This means students are encouraged to purchase their own pre-selected device to use both at school and remotely.

The 1:1 Notebook Program allows students to refine and develop a range of skills involving problem solving, communication, digital literacy, collaboration, presentation skills, critical thinking and creativity. It also enables students to access work tasks remotely, develop digital portfolios and improve digital technology skills through the school STEM program.

### Device Purchasing for 1:1 Notebook Program

At Newport Gardens Primary School, arrangements are made using JB HI-FI to supply the devices for our students. These devices are pre-selected by the school and made available on the school JB HI-FI portal. Devices selected have specific specifications and features to accommodate the three years of the 1:1 program and ensure a consistent platform for students and teachers to adhere to.

- An information evening / forum regarding the purchasing process and general information regarding 1:1 program is conducted each year during term 3. A representative from JB HI-FI is present at the meeting to answer questions about purchasing.
- Please note that our school does not have insurance to cover accidental damage to students' device, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.
- Purchasing of hard cover cases for the device is strongly recommended
- Newport Gardens Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access a device for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Learning Specialist (STEM) at the school.

Please refer to the following documents for elaborations:

- *1:1 Notebook Parent Information FAQ*
- *NGPS Digital Technologies Acceptable Use Agreement*
- *1:1 Parent Portal Letter*

### REVIEW CYCLE

This policy was last updated in July 2020 and is scheduled for review in July 2022.