**DIGITAL TECHNOLOGIES POLICY
(Internet, social media and digital devices)**

**Purpose**

To ensure that all students and members of our school community understand:

1. Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our 1:1 Individual Netbook Program.
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, netbooks, iPads or tablets).
3. 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.
4. 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 Swan Hill 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**

Swan Hill 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 student’ particular needs and interests, and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Swan 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 be 21st Century learners and to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **1:1 Individual Netbook Program at Swan Hill Primary School**

Year 3, 4, 5, 6 classes at Swan Hill Primary School are delivered with the use of 1:1 Individual Netbook Program. Students must bring a charged netbook to school each day to be used during class time for different learning activities.

Our School operates an Individual Netbook Program, which means parents/guardians make a financial contribution to the netbook for their child over a 4-year period. After the 4 years and each payment has been made, the student can keep the netbook. Our School technicians set-up each device with individual usernames, eduStar software and maintain upgrades. Repairs are completed by school technicians, and can incur an extra cost to parents/guardians.

Parents/guardians and students are required to sign Swan Hill Primary School’s Netbook Agreement/Payment Schedule. Swan Hill Primary School have payment plans to support families who may be experiencing long or short-term financial hardship. We also have a number of spare netbooks that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our 1:1 Individual Netbook Program are encouraged to contact the Digital Technologies Coordinator.

### **Safe and Appropriate Use of Digital Technologies**

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Swan Hill 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 Swan 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.
* 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 the eSmart Program (<https://www.esmart.org.au/>) and eSafety website (<http://www.esafety.gov.au/>).
* 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 Swan Hill Primary School’s Netbook Policy/ Acceptance Agreement/Payment Schedule 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 and 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 guardians to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through our school Facebook Video posts, newsletter, and website.

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 the Digital Technologies Co-ordinator and classroom teacher 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.

### **Student Behavioural Expectations**

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

**ANNEXURE A: Acceptable-Use Agreement**

Swan Hill Primary School 2021 Netbook & Digital Technologies Policy and Acceptance Agreement/Payment Schedule

**RATIFICATION**

This policy was ratified by School Council on December 2020. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Cycle** Due: December 2022

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Hayley Doyle – Principal Melanie Bennett - School Council President

Date: \_\_ /\_\_\_\_ /December 2021 Date: \_\_ /\_\_\_\_ /December 2021