DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Produced in consultation
with the school community

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 or insert other appropriate programs as relevant to your school]

(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 students at Kalianna 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

Kalianna 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.

Kalianna 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 interconnected 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.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. Kalianna 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.

Devices at Kalianna School

Classes at Kalianna School are delivered with the use of digital devices.

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

Safe and appropriate use of digital technologies

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

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 IT 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 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.

SAFETY

Digital Technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kalianna 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kalianna 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), Kalianna 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* and *Bullying Prevention* policies.

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.

Our intent is to grow our school community's understandings of social media and to make connecting with our school more convenient. We wish our content to be more accessible and to also tap into the knowledge and support base of our parent community. Our school's Facebook page allows our community to keep up to date with activities through a medium preferred by many. The page will also allow us to seek your input on issues from time to time.

Our Facebook page is a place where we can build on our school community by building on school spirit. We ask that our community accentuate the positives and bring to everyone's attention the little things that make our school great.

This policy will be communicated to all families in the school community by the following means

- Being published on our school website
- Being available in hardcopy at the front office
- Being provided in hardcopy to a parent should they wish to have a copy
- Having links to the policy periodically published on our social media communication platforms including Facebook and the school app

Our Code of Conduct

- **Using Real Names**
  - o All users interacting with the Kalianna School Bendigo Facebook page, by either liking or commenting on posts must do so using a Facebook account that clearly identifies them by their real name.
- **Raising Issues**
  - o Our Facebook page is not a forum to be alerted to issues. Issues, school improvements, infrastructure or processes involving students or staff must not be raised on the Facebook page. There is a formal process to raise parent complaints which is outlined in both the Student Engagement policy and the Parent Information Booklet. A copy of this process can be obtained from the office or on our website.

- **When Can I Use Names in Posts**
  - o You can use names in posts when you wish to acknowledge someone's great work or community contribution. Students are only to be referred to by their first name. We wish our Facebook page to be used to build spirit; patting someone on the back publicly goes a long way to building the school we all want.
- **How to interact with the Facebook page**
  - o Initially users will be able to comment on the school's postings and on comments by other users. Users will also be able to 'like' a post or comment by clicking the like button. Users will not be able to author a posting of their own or load media such as video or photos. User rights will be reviewed over time and assessments made on liberalising access.

STUDENT IT ACCEPTABLE AGREEMENT

Access to learning technologies such as networked computers, interactive whiteboards, the internet email and many other technologies offers wonderful learning opportunities for students at Kalianna School.

All students at Kalianna receive access to a range of devices, each student is presented with a personal school account with a password providing them with access to the Kalianna computer network in addition to access to Kalianna's Google Suite setup. However, with such access comes important responsibilities. The equipment is very valuable and must only be used in appropriate ways.

The following rules apply to all students:

1. Kalianna's computer network is to be used only for legitimate educational purposes. It should be noted that student accounts are not private and authorised staff may access accounts to monitor, view and delete inappropriate files.
2. Students must not share their accounts. They must not use anyone else's account, allow anyone else to use their account or share their password with others.
3. Downloading, distribution and storage of obscene or illegal material is forbidden. Students who encounter such material must report the matter to a teacher. Students must accept full responsibility for all material associated with their account and for any data transferred over the network using their account.
4. Each student is responsible for the condition of the device they are using, this includes their own computer device or any other physical device students have access to. Such as, school workstations, iPads, or Interactive Whiteboards. Any damage, missing parts, computer malfunction, or evidence of these rules being broken, must be reported to a teacher at the beginning of the work session.
5. The network and its devices must not be used in any way that disrupts other users.
6. At school students are not to, unless with direct teacher approval, download large graphic, sound, video files and games.
7. Students are not permitted to send digital communications that: Do not meet the schools expectations; Could be considered offensive in any way, eg. racist, sexist, obscene, inflammatory or defamatory;
8. Invoice for repairs will be forwarded to families for deliberately damaged equipment.
9. If students deliberately and continually misuse IT materials, the school reserves the right to remove access to these resources as a result. This might include the refusal to repair damaged assets.

STUDENT COMPUTER USE AGREEMENT

I would like my child to have access to the technologies outlined above. I understand and accept the necessity for the above rules and agree to the consequences that apply if my child breaches these rules.

Parent/s Name: _____

Parent/s Signature: _____

Date: _____

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

See links below for template Acceptable Use Agreements on the Department's website:

- [Acceptable Use Agreement for Primary Schools - Template](#)
- [Acceptable Use Agreement for Upper Primary and Secondary Schools - Template](#)
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)
- [The Schools' Privacy Policy](#)