



Kalinda Primary School No. 5121



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

### PURPOSE

To ensure that all students and members of the Kalinda Primary School (Kalinda PS) school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including but not limited to: computers, laptops, tablets, phones, cameras, drones and watches)
- the school's commitment to promoting safe, responsible and discerning use of internet and digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using these
- 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 Kalinda PS.

Staff use of technology is governed by the whole of Department of Education and Training (DET) requirements under the DETs 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 Kalinda Primary School**

Kalinda PS understands that safe and appropriate use of digital technologies including the internet, apps, computers, tablets and any other digital technologies 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.

Kalinda PS 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 so they can reach their personal best and to fully equip them to contribute positively to society as happy, healthy young adults.

### **Grades Five and Six Use of BYOD and iPads**

Our school operates a Bring Your Own Device (BYOD) iPad program in Grades 5 and 6, which means students must bring their own purchased or leased iPad with them to school each day.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have at least 32 GB of storage
- operates within the last three versions of Mac OS
- operates within the last three versions of Windows
- has access to Google Suite, Microsoft Word, Excel and PowerPoint.

Kalinda Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads 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.

### **Grades Foundation and 4 Use of iPads and Chromebooks**

Our school maintains a collection of iPads and Chromebooks for the use of students in years Foundation to 4. These devices are maintained and managed by Kalinda Primary School and teachers provide supervised access to these devices when appropriate teaching opportunities arise. These devices are shared and therefore personal work is not generally stored on these devices.

### **Insurance and Accident Cover**

Please note that our school does **not** have insurance to cover accidental damage to students' iPads and Laptops, 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 Kalinda PS, 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 Kalinda PS, 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 and during other designated learning activities
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place at year 7 -10 to educate our students to be promoting safe, responsible and discerning use of digital technologies
- 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 and Wellbeing 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 Kalinda PS
- 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 to and use of school owned devices by students and the 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 either the classroom teacher or a Principal as soon as possible.

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 Kalinda PS's 'Philosophy and Values Statement with Implementation', 'Student Engagement and Wellbeing Policy', and 'Bullying, Cyber-bullying and Harassment 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), Kalinda PS will institute a staged response, consistent with our policies and the Department's 'Student Engagement and Wellbeing 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 Kalinda PS's 'Student Engagement and Wellbeing Policy' and 'Bullying, Cyber-bullying and Harassment Prevention Policy'.

### **RELATED POLICIES and LINKS**

- Student Engagement and Wellbeing Policy
- Bullying, Cyber-bullying and Harassment Prevention Policy
- School Intranet Policy DET

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2023
Consultation	School Community – via COMPASS August 2023
Approved by	Principal
Next scheduled review date	March 2026

### **ANNEXURE A:**

#### **Acceptable Use Agreement**

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

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