TOORAK PRIMARY SCHOOL

DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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

Scope

This policy applies to all students at Toorak Primary School.

- Staff use of technology is governed by the Department's *Acceptable Use* Policy, Student Engagement Policy & Student Acceptable Use of ICT Agreement and the TPS Child Safe Standards.

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

Toorak 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.

Toorak 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.

Netbooks at Toorak Primary School

Classes at Toorak Primary School can require the use of netbooks. Students must bring their charged netbook 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 3-6, which means students must bring their own purchased or leased netbook with them to school each day. Toorak Primary School has special arrangements with a computer supplier that offers discounted prices for the lease or purchase of netbooks for Toorak Primary School students.

Students are required to have their own netbook that must adhere to the minimum requirements as defined by the school at the beginning of each year.

Please note:
- TPS does not insure BYOD program devices at all
- TPS does not insure or accept liability for devices under any circumstances, including but not limited to on school grounds
- TPS recommends BYOD program devices are insured for Accidental Damage, Loss and Theft
- TPS will ensure that an insurance option is available to all families (at their own cost) when purchasing a BYOD program device, through the recommended BYOD provider
- Families should consider their own personal circumstances and needs when deciding on an insurance policy for their BYOD.

Toorak Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks and iPads that can be loaned to students in certain circumstances on site.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Toorak 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 Toorak 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 [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 Acceptable Use Agreement at the beginning of each year and upon enrolment of new students entering the school.

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 student device technician 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 Toorak 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), Toorak 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. This includes:
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Related Policies
- Student Engagement Policy

- Student Acceptable Use Agreement F – 2 & Student Acceptable Use Agreement Years 3-6

- TPS Child Safe Standards

Review Cycle

This policy was last updated on May 2020 and is scheduled for review in May 2023.