

# Flemington Primary School

## Digital Technologies Policy

### *DRAFT*



#### 1. PURPOSE AND RATIONALE:

Flemington Primary School is committed to creating a safe and responsible attitude towards digital learning and believes that the home and school environments must work together to ensure this. We believe in using technologies to effectively support learning and that digital devices are an important tool that can be used to build on learning gained through more traditional teaching means. The purpose of this policy is to ensure that all students and our FPS community understand:

- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

#### 2. POLICY STATEMENT:

The School believes it is important that students and staff are able to use many different tools to enhance and promote learning. One of these is digital technology which must be used in a safe, responsible and meaningful way. Students and staff must be able to use the technology confidently, knowing that they are neither endangering themselves or anyone else. It is important that students understand this, both in group and individual situations. Cyberbullying and other forms of digital irresponsibility will be taken very seriously at the School. Parents/carers are expected to reinforce this at home and all stakeholders are to be aware that some behaviours are illegal and where necessary will be reported to police.

#### 3. DEFINITIONS:

- **Digital Technologies** - are electronic devices, systems and resources that generate, store or process data. It includes but is not limited to laptops, iPads, video and audio players/recorders, computer workstations and other technologies that may be connected to the Internet.
- **Cyberbullying** - is when an individual, or group, use digital technology to repeatedly and intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders may often be involved.

- **ICT** - is Information Communication Technology.
- Digital includes, but is not limited to: Computer systems and applications such as email, and the internet Networks Electronic storage devices Mobile devices such as tablet devices (iPads) Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing Imaging tools such as video, still or web cameras and related software Audio tools such as audio recording devices, mp3 players and related software Copying machines

FPS Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)

#### 4. **ACTION GUIDELINES:**

To enable the achievement of a safe and responsible digital learning environment all groups involved are expected to act and behave in a manner that protects everyone. To achieve this; the School will support the rights of all members of the school community to engage in responsible and safe use of Digital Technologies ICT. The School will promote a safe, inclusive and supportive digital learning environment (including online spaces) by:

- Promoting the responsible and safe use of digital technology;
- Ensuring technology is used specifically to aid and support a learning purpose;
- Ensuring technological devices become one of the tools used for learning and not the only tool;
- Ensuring that students are taught about responsible online behaviour and that this is reinforced through communications with Parents/carers;
- Offering teachers professional development to support them in being able to use technology as a tool in its most powerful form;
- Providing a filtered internet service in accordance with DET requirements, but acknowledge that full protection from inappropriate content can never be guaranteed. Due to this the School will ensure that its duty of care is abided by at all times;
- Allocating a program budget each year to ensure the updating and maintenance of ICT/eLearning resources; and
- Providing information to the school community through a variety of communication channels throughout the year. This will include information and tips related to this policy.

#### **Staff are expected to:**

- Ensure technology is used as a tool to support, challenge and promote learning;
- Ensure that effective research based teaching approaches are used when using technology;
- Ensure that when technology is being used, clear learning outcomes are achieved; and
- Act upon any reported instances of cyberbullying.

#### **Students are expected to:**

- Use digital technology only for the learning activities they are directed to do;
- Not engage in any form of cyberbullying;
- Only open websites they have been directed to use technology for learning not recreational purposes; and
- Report instances of cyberbullying.

**Parent/carers are expected to:**

- Report to the School any concerns regarding their child's use of technology; and
- Work with the School to establish a safe and appropriate digital culture.

5. **MONITORING, REPORTING AND REVIEW:**

It is the desire of the School that all **staff and** students are positively involved with their learning. Digital learning is no exception and its use within the curriculum will be monitored on an annual basis by team leaders and year level staff. Breaches of safe and responsible use will be recorded and acted on in line with the School's Bullying and Harassment policy. The School will closely monitor online activities within the classroom to ensure they are in line with the required learning expectations. This includes the ICT content of the lesson and individual student behaviour.

For staff, non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action. While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

At Flemington Primary School we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- 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 safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies for their schoolwork

- 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 the 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 our [BULLYING AND HARASSMENT POLICY](#) and [STUDENT ENGAGEMENT AND INCLUSION 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), Flemington Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 internet access privileges
- temporary removal of access to devices
- other consequences as outlined in the school's [BULLYING AND HARASSMENT POLICY](#) and [STUDENT ENGAGEMENT AND INCLUSION POLICY](#)

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual

- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

## 6. RELATED POLICIES AND DOCUMENTS:

- Bullying and Harassment Policy
- Engagement and Inclusion Policy
- Personal Device Policy
- Privacy Policy

## 7. REFERENCES:

- Students Using Mobile Phones  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx>  
 DET Photographing and Filming Students  
 DET Supporting Digital Learning for School Professionals  
<http://www.education.vic.gov.au/school/teachers/support/Pages/digital.aspx>
- DET School Policy and Advisory Guide for Principals and Administrators  
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>
- DET Bully Stoppers - Schools and Cybersafety  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>
- eSmart Schools  
<https://www.esmartschools.org.au>
- DET Using Technology to Support Teaching  
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>  
 DET Schools and Cybersafety  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx> DET  
 Acceptable Use Agreements and Consent  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lofconsent.aspx> DET  
 Duty of Care and Supervision  
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx> DET  
 Using Social Media  
<http://www.education.vic.gov.au/school/principals/spag/governance/pages/socialmedia.aspx>  
 DET <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/photoandfilm.aspx>

## 8. REVISION HISTORY:

This policy was ratified by School Council on

It will be reviewed as determined by School Council or every 1-2 years.