



DIGITAL TECHNOLOGIES

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

School Policy and Advisory Guide Reference: http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx	Last updated 9/6/2022
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Help for non-English speakers

If you need help to understand the information in this policy please contact the school office to organise an interpreter.

Introduction

Wodonga Primary School is committed to providing a school community where students can maximise their learning while remaining safe.

Scope

This policy applies to all students and staff at Wodonga Primary School.

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](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councilor's also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Wodonga Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

Definitions

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

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



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- (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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Wodonga 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.

Personal Devices at Wodonga Primary School

Classes at our school are provided with the use of iPads/tablets/notebook computers.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wodonga Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Wodonga Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- ensure the use of digital technologies in the classroom is aligned 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 digital citizenship programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies;



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- 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 schools;
- 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 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 filtered internet service to block access to inappropriate content;
- refer suspected illegal online acts to the relevant law enforcement authority for investigation; and
- 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 and annual information sheets.

Distribution of our 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 classroom teacher as appropriate, immediately.

All messages created, sent or retrieved on our school's network are the property of the school Wodonga Primary 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with our school's Statement of Values, Student Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school communities (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), our 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 several 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 Engagement and Bullying Prevention policies.



Communication

Review Cycle

This policy will be reviewed every two years or more often if necessary due to changes in legislation or circumstances.

ANNEXURE A: Acceptable Use Agreement

Wodonga Primary School's Acceptable Use Agreement can be located [HERE](#) outlining a commitment to this Policy.