

Policy Number	Ratification Date	Reviewed	Review Date
30	Oct 2019	Oct 2019	Oct 2022



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 in grade 3 and Bring Your Own Device (BYOD) in grades 4 to 6
- (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 Elsternwick Primary School. Please see the Personal Mobile Device policy for detailed information on student mobile phones.

Staff use of technology is governed by the Department's Acceptable Use Policy and EPS Staff Mobile Phone 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

Elsternwick 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.

Elsternwick 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.

Bring Your Own Device (BYOD) and Laptops/Tablets

Classes at Elsternwick Primary School can be delivered with the use of laptops/tablets. Students must bring a charged laptops/tablets to school each day to be used during class time for different learning activities.

Our school operates a School-Managed and Self-Managed Bring Your Own Device (BYOD) program for years 4-6, which means students must bring their own laptops/tablets with them to school each day.

School-Managed BYOD

Elsternwick Primary School has special arrangements with Learning with Technologies (LWT) an online support services that offers education pricing for the lease or purchase of laptops/tablets via a customised portal. The school will provide access to curriculum software and access to the schools wireless network for both programs.

Self-Managed BYOD

Parents and guardians can choose to source a device outside of the schools managed BYOD program. Parents and guardians can purchase a new device, or bring an existing device from home, so long as the device meets the minimum specifications set out below. A device which doesn't meet the minimum requirements may not be compatible with our software or network, which could inhibit your child's learning.

Minimum Specifications

Before purchasing it is important that to ensure your device will meet our minimum specifications. Below are EPS' requirements for devices:

HARDWARE SPECIFICATIONS	
Screen size:	Minimum 9.7 inch screen size
Operating System Windows	Must have Windows 10 for any PC device
Operating System Apple	IOS 11 for any Apple device and 10.12 for any MAC device
Age	No device more than 3 years old
Hardware	Must have a keyboard (Bluetooth keyboards acceptable)
Internet Browser	Must be able to support Chrome Browser
ADDITIONAL CONSIDERATIONS	
HIGHLY RECOMMENDED	Devices will be carried to and from school and between classes so there is potential for accidental damage to occur, consider purchasing accidental damage insurance when you purchase your device to make sure you are covered if an accident happens.
Software for School	EPS will provide software required i.e Microsoft Office and applications required as part of the curriculum.
Protection	PCs and MACs must have up to date antivirus at all times.
Battery	Battery life must be able to support the requirements of 300 minutes (5 hours) of classes

Please note that our school does not have insurance to cover accidental damage to students' laptops/tablets and parents/carers are encouraged to consider obtaining their own insurance for their child's laptops/tablets. Devices that are purchased via the online portal have an option for purchasing insurances.

Elsternwick Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops/tablets for schoolwork. We also have a number of spare laptops/tablets 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 general office or our Operations Manager on 8534 6100.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Elsternwick 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 Elsternwick 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 responsibly 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
- 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, and consequences for inappropriate use
- 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.

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 their classroom teacher or the general front office 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 Elsternwick 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), Elsternwick Primary School will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines and our Acceptable Use Agreement, which clearly outlines consequences for misuse.

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.

Review Cycle

This policy was last updated on October 2019 and is scheduled for review in October 2022.

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement

[Here you may include your school's Acceptable Use Agreement (AUA), if applicable. The Department recommends that schools require students to complete an Acceptable Use Agreement (AUA), describing behavioural expectations of students to use the internet and digital technology in a safe and responsible manner. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Below are links to two draft documents that may be used as the basis for your own AUA.

The draft AUA for Primary Schools includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance. It may be included as part of the final Acceptable Use Agreement sent home to parents for discussion and 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](#)