

## 1. Definitions

- 1.1 For the purpose of this policy, “digital technologies” are defined as notebooks, ipads and Chromebooks, 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. (Please note: These devices are connected to the school’s network during school hours.)
- 1.2 CPS – Coatesville Primary School

## 2. Purpose

- 2.1 To ensure that all students and members of our school community understand:
  - 2.1.1 The school’s commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1:1 Chromebook Program]
  - 2.1.2 Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
  - 2.1.3 The school’s commitment to promoting safe, responsible and appropriate 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
  - 2.1.4 The school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

## 3. Scope

- 3.1 This policy applies to all students and staff at Coatesville Primary School.
- 3.2 Staff use of technology is also governed by the following Department policies:
  - 3.2.1 Acceptable Use Policy for ICT Resources;
  - 3.2.2 Cybersafety and Responsible Use of Digital Technologies;
  - 3.2.3 Digital Learning in Schools;
  - 3.2.4 Coatesville Primary School’s Child safety Code of Conduct .
- 3.3 Staff, volunteers and school council members also need to adhere to codes of conduct relevant to their respective roles. These codes include:
  - 3.3.1 The Victorian Teaching Profession Code of Conduct (teaching staff);
  - 3.3.2 Code of Conduct for Victorian Sector Employees (staff); and
  - 3.3.3 Code of Conduct for Directors of Victorian Public Entities (school council members)

## 4. Policy

### **Vision for Digital Learning at CPS**

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

- 4.2 Coatesville Primary School understands that digital technologies including the internet and applications (apps) provide students with rich opportunities to support learning and development in a range of ways.
- 4.3 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.
- 4.4 Coatesville 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 people.
- 4.5 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.

### **Chromebooks at Coatesville Primary School**

- 4.6 Our school operates a voluntary 1:1 Chromebook Program from Grades 4 - 6, which means participating students must bring their own charged device with them to school each day for different learning activities.
- 4.7 Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.
- 4.8 Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to read the Coatesville Primary School 1:1 Chromebook Program Policy.

### **Safe and appropriate use of digital technologies**

- 4.9 At Coatesville Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others, equipping students with the skills and knowledge to navigate the digital world.
- 4.10 At Coatesville Primary School, we:
- 4.10.1 use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
  - 4.10.2 use digital technologies in the classroom for specific purpose with targeted educational or developmental aims;
  - 4.10.3 supervise and support students using digital technologies for their schoolwork;
  - 4.10.4 effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students;
  - 4.10.5 educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online;
  - 4.10.6 actively educate and remind students of our Student Wellbeing and Engagement Policy which outlines our School's values and expected student behaviour, including online behaviours;
  - 4.10.7 have an Acceptable Use Agreement outlining the expectations of students from P-6 when using digital technologies for their schoolwork;
  - 4.10.8 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;

4.10.9 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;

4.10.10 provide a filtered internet service at school to block access to inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;

4.10.11 refer suspected illegal online acts to the relevant law enforcement authority for investigation; and

4.10.12 support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home.

4.11 Distribution of school owned devices to students and personal student use of Chromebooks will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

4.12 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, immediately.

4.13 All communication created, sent or received on the school's network are the property of the school. The school reserves the right to access and monitor all communication and files on the network, 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.

### **Social media use**

4.14 Our school follows the Department's policy on 'Social Media Use to Support Learning' to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

4.15 In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

4.16 If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent/carer if the student does not do so.

### **Student behavioural expectations**

4.17 When using digital technologies, students are expected to behave in a way that is consistent with Coatesville Primary School's Statement of Values, Student Engagement and Wellbeing policy, and Bullying and Harassment policy.

4.18 When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, make a recording of any person on any device or viewing/posting/sharing of inappropriate or unlawful content), Coatesville Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

4.19 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:

4.19.1 removal of network access privileges;

4.19.2 removal of GSuite Access privileges;

4.19.3 removal of internet access privileges;

4.19.4 removal of printing privileges; and

4.19.5 other consequences as outlined in the school's Student Wellbeing and Engagement Policy and Bullying and Harassment policies.

## **5. Further Information and Resources**

5.1 Acceptable Use Agreement

## **6. Evaluation**

6.1 This policy will be reviewed every year as part of the school's regular policy review cycle.