

# Murrumbeena Primary School Policy



## DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### PURPOSE

To ensure that all students and members of the Murrumbeena Primary 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 Year 4 '1 to 1 Bring Your Own iPad' Program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including phones, computers, laptops, tablets and smart watches)
- (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 Murrumbeena Primary School. Staff use of technology is governed by the Department's *Acceptable Use Policy*. It is an expectation that staff and students adhere to the school's policies at all times including: *Student Engagement and Wellbeing*, *Bullying Prevention*, *Digital Technologies (Internet, Social Media and Digital Devices)* and *eSmart*.

### 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

Murrumbeena Primary School aims to provide students with knowledge and skills that will enable them to safely communicate, collaborate, access, process, manage and present information in the digital world.

Murrumbeena Primary School understands that 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.

Murrumbeena 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 interconnected world. Our school's vision is to empower students to use digital technologies to reach

their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **iPads at Murrumbeena Primary School**

Students in Year 4 at Murrumbeena Primary School will be participating in a 1 to 1 Bring Your Own Device (BYOD) iPad Program. Our BYOD program means students must bring their own purchased or leased iPad with them to school each day. Murrumbeena Primary School has special arrangements with 'MyMac' in Barkly Street, St Kilda, that offers finance and discounted prices for the purchase of iPads for our school students. Students will be asked to bring a charged iPad to school each day to be used during class time for different learning activities.

Students who are required to have their own iPad must ensure iPads:

- be brought to school in a protective case
- include a passcode
- be labelled with a name
- have at least 32 GB of storage
- operate on version iOS 12.0 or higher
- have personal, non-educational and age-inappropriate apps, music and videos removed
- be brought to school charged (charging is not permitted at school)
- are not used before or after school, or during recess and lunchtime unless permitted by the teacher
- have the Apple Classroom app pre-installed for teacher device monitoring
- have 'Find My iPad' activated
- are kept in their classroom during recess and lunchtime, unless instructed otherwise by their teacher.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad, for example, Apple Care. Information regarding this can be found within the 1 to 1 BYOD Information Booklet. Murrumbeena Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances. Please contact the school Principal and/or ICT Coordinator for more details.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Chris Dart at MyMac St Kilda (Ph: 9525 4800).

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

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Murrumbeena 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 Murrumbeena 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 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 National Day Against Bullying, being a registered eSmart school, a Cyber Safety focus in classrooms and during IRC sessions and opportunities for students to report online behaviour
- 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 and Wellbeing, Bullying Prevention, Digital Technologies (Internet, Social Media and Digital Devices)* and *eSmart* policies that outline 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 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 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 either their classroom teacher, the ICT Coordinator, Principal or Assistant Principal, 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 Murrumbeena Primary School's Values of Responsibility, Respect, Relationships and Resilience; as well as the *Student Wellbeing and Engagement, Bullying Prevention, eSmart* and *Digital Technologies (Internet, Social Media and Digital Devices)* policies.

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), Murrumbeena 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:

- participation in Restorative Chat
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges

- removal of printing privileges
- restriction of personal device access at school/teacher may ask for the device not to be brought to school if there has been a breach of our school Agreements, Policies and Copyright Laws; as well as classroom rules and expectations
- other consequences as outlined in the school's *Student Wellbeing and Engagement, eSmart, Digital Technologies (Internet, Social Media and Digital Devices)* and *Bullying Prevention* policies.

## **REVIEW CYCLE**

This policy will be reviewed every 3 years.