



Digital Technologies

(Internet, Social Media and Digital Devices)

Purpose	<p>To ensure that all students and members of our school community understand:</p> <ul style="list-style-type: none"> (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 or insert other appropriate programs as relevant to your school] (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	<p>This policy applies to all students at Grovedale West Primary School. Staff use of technology is governed by the Department’s <i>Acceptable Use Policy</i> in addition to the whole of DET requirements under the <i>Acceptable Use Policy</i>.</p>
Definitions	<p>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.</p>
Policy	<p>Vision for digital technology at our school</p> <p>Grovedale West 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.</p> <p>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.</p> <p>Grovedale West 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.</p> <p>BYOD at Grovedale West Primary School</p> <p>Our school approves a Bring Your Own Device (BYOD) program, which means students can bring their own iPad with them to school each day in years 5 and 6.</p>

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the 5/6 team.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Grovedale West 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.

A Grovedale West 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 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
- 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 the classroom teacher, immediately.

	<p>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.</p> <p>Student behavioural expectations</p> <p>When using digital technologies, students are expected to behave in a way that is consistent with Grovedale West Primary School’s Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.</p> <p>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), Grovedale West Primary School will institute a staged response, consistent with our policies and the Department’s <i>Student Engagement and Inclusion Guidelines</i>.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 <i>Student Wellbeing and Engagement and Bullying Prevention</i> policies.
<p>What type of online services are used at our school?</p>	<p>Compass and Google Apps, See Saw Digital Portfolios and other online learning tools are used at Grovedale West Primary School to support and enhance the educational experiences of all students. Access to a vast array of tools online allows students to develop contemporary skills that are needed for their future in a world where being connected, able to communicate and collaborate, and be creative are integral. It is through the use of online tools that staff at Grovedale West Primary School to give students the opportunity to explore learning beyond the walls of the classroom, and in doing so, also teach them important skills about how to be critical consumers and ethical users of the information and websites that they encounter.</p> <p>The above three named services are ones for which students that are enrolled at Grovedale West Primary School will automatically have an account created for them.</p>
<p>What are the benefits of using online services and how do we use them?</p>	<p>Compass</p> <p>As part of the learning program at Grovedale West Primary School, Compass provides a learning portal, used by many Victorian schools, that is accessible by all students, parents and teachers. It serves as a method of providing assessment, reporting and ongoing learning information of all students. Compass also includes functionality that allows students and teachers to collaborate and share ideas that aim to increase the depth of student learning. Additionally, it will also be used by the school to track student wellbeing in a highly confidential and secure manner, for example attendance, health and safety incident reporting and learning behaviours related to the school values.</p> <p>Google Apps for Education</p> <p>This provide a fast and easy way to collaborate and learn. The Google Apps for Education website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility which benefit students as they are</p>

	<p>preparing our students for future work and social environments where this tool, or ones like it, are utilised. It also allows teachers to give quick and easy feedback to students online through the sharing facility, instead of students having to wait for paper-based copies of work to be returned to them once marking has been completed.</p> <p>Seesaw See Saw provides a digital portfolio which can be used by teachers, students and parents to help record and document progress and learning. The Compass and Google Apps domains will be administered by a number of school staff and interactions and spaces online will also be monitored by the classroom teacher.</p>
<p>What personal information is required to create and use an online account to access the online services?</p>	<p>Only limited personal information is used for most online learning i.e. name and class.</p> <p>Both Compass and Google Apps require a login to be created for students. For this purpose, the school will use the students' Cases21 identification (eg wei002) to create an email address in Google Apps.</p> <p>Compass will then use this email provided to generate an account, using the email account as a user name. Students and their parents/carers will then use the account to login to the Compass platform and provide access to the Google online cloud storage services and products in the Google Apps for Education suite.</p> <p>Information on On-Boarding and Off-Boarding Procedures available at the office.</p> <p>Some other personal information is utilised by some services for the purpose of monitoring students learning and wellbeing, for example:</p> <ul style="list-style-type: none"> • Parents contact details • Medical alert information • Timetable information • Attendance data <p>All of this information is accessible within the DET Cases21 system and is provided to the school upon enrolment. No other personal information is added to online tools other than the uploading of students' work, feedback and assessment from teachers, and health and safety incident reporting records</p>
<p>How do we protect personal and other information?</p>	<p>Our school is bound by the <i>Privacy and Data Protection Act 2014</i> and the <i>Health Records Act 2001</i>. These Victorian privacy laws require schools to handle personal information in accordance with the appropriate principles such as the 10 Information Privacy Principles (Link to IPPs in plain language). In most cases personal information is stored in servers located in Australia, in limited cases such as Google, servers are located internationally, governed by their own privacy policy that respects data security. The school has monitoring capabilities for Google to ensure appropriate and safe use.</p> <p>The audience is restricted to users of the Compass system. It is further restricted within student profiles so that only the parent or carer of each child has access to their child's information.</p> <p>Compliance assessments, appropriate contractual documents and monitoring ensure all data is securely and appropriately handled. For more information or copies of Privacy Impact Assessments please contact the school</p>
<p>What content and materials (i.e. photos,</p>	<p>Students own the copyright in any work they create if it is their original work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student. The student may create a variety of work such as:</p>

<p>stories, videos) your child will be able to share through the online services?</p>	<ul style="list-style-type: none"> • art work or photographs • video or digital story • school projects and assessment materials • podcasts and other streaming outputs • written work, such as assignments, essays or poetry • <p>Where this work contains identifiable information about themselves or others, the school will guide students on ethical considerations such as respect and consent.</p> <p>The reproduction of student work is often used to demonstrate excellence and celebrate the efforts of students with the wider community. The school asks students for permission to reproduce and publish student work in this way.</p>
<p>What school polices and support apply to these services?</p>	<p>The Grovedale West Primary School <i>Learning Community Agreement, Student Engagement Policy</i> will be used to inform the school’s community on acceptable behaviours. Our school policies are available from the office. Students will be supported to develop Cyber Safe practices online. In some instances, inappropriate use of online tools may require personal information such as messages or comments in the system to be discussed with a child and their family.</p>
<p>What if I choose to opt-out of online tools for my child?</p>	<p>Please consider the benefit of these online tools as important ways that we can leverage enhanced learning experiences for students, and balance this with the minimal risks which are mitigated by: limiting information to that needed, supporting safe use and data security compliance. The school has alternative ‘off-line’ options to ensure that students who do not use a Google account can still participate in learning activities in the classroom.</p> <p>To discuss the use of online tools please contact the school to help us understand any parental concerns related to your child’s learning opportunities using online tools.</p>
<p>COMPASS</p>	<p>In enrolling at the school, families do so understanding that the school uses COMPASS as the administrative management system for all enrolled students.</p>
<p>Review Cycle</p>	<p>This Policy was last updated on 20/12/2018 and is due for review in August 2020 or as required.</p>