



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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including 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

SCOPE

This policy applies to all students and staff at Ashley Park 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 councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Ashley Park 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.

POLICY

Vision for digital technology at our school

Ashley Park Primary School's vision is to be 'all we can be', a collaborative school community formed through strong partnerships that contribute to the engagement, wellbeing and achievement of all students. Our mission is to provide a comprehensive education that includes the safe and appropriate use of digital technologies, to empower our

students to contribute to their world and shape their desired future. This will support the development of the understandings, skills, capabilities and dispositions that will enable them to be the best they can be.

Ashley Park 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.

Ashley Park 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.

Devices at Ashley Park Primary School

Ashley Park Primary School provides devices both iPads and laptops for student to use. These devices remain the property of the school and are allocated by the teachers to enhance the learning program provided and meet the requirements of the digital technologies learning area of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Ashley Park Primary School we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Ashley Park Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the learning communities for specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the learning communities
- 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 safe, responsible and discerning use of digital technologies, including eSmart, BullyStoppers and Life Education's bCyberwise.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Statement of Values and Philosophy* and *Student Wellbeing and Engagement Policy* that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement for each community outlining the expectations of students when using digital technology for their schoolwork
- 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 at school 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 communication

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 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.

Social media use

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.

Our school has a Facebook page that is used to positively promote our school within the wider community. Parent consent is sought at the beginning of each year before photos or videos of students are posted. Staff are made aware of any students whose images are not to be used through Compass and an up to date record is available and communicated to all staff whenever a change to consent is made. Consent is sought as part of our enrolment process for any students who enrol during the year.

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.

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 or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Ashley Park Primary School's *Statement of Values and Philosophy*, *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), Ashley Park Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 technology use privileges
- 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.

FURTHER INFORMATION AND RESOURCES

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](#)

REVIEW CYCLE

This policy was last updated on October 2020 and is scheduled for review in October 2022.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Ashley Park Primary School utilises *Acceptable Use Agreements* (AUA) for all students in the school. These AUAs are an integral part of the beginning of each year at Ashley Park in all learning communities. Students are required 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. Teachers will work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Our school's AUA are developed from the templates below.

As we are a Primary School, space for student input has been included, enabling students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice increases ownership and relevance and contributes to their understanding.

The [resources tab](#) of the Department's Cybersafety and Responsible Use of Digital Technologies policy provides template Acceptable Use Agreements tailored for both primary and secondary schools.

Our school uses an acceptable use agreement for each of the following communities.

- Foundation and Junior Community
- Middle Community
- Senior Community