



# HIGHVALE PRIMARY SCHOOL

## Digital Technologies Policy

*This Policy is to be read in conjunction with the Highvale Primary School's 'Digital Technology Acceptable Use Agreement' Prep to Year 2 and Year 3 to 6 and 'Personal Device Enrolment Application'.*

### **Rationale:**

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. This includes our Year 3-6 optional 1-to-1 BYOD personal device program.
- (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

### **Aims:**

To provide students with a safe and engaging environment where digital technologies are utilised to enhance learning.

### **Implementation and guidelines:**

This policy applies to all students at Highvale Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

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.

Highvale Primary School understands that digital technologies including devices, the online environment, networks, software apps and peripherals provide students with rich opportunities to support learning and development in a range of ways.

Through purposeful 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.

Highvale Primary School believes that the use of digital technologies at school supports the development of valuable skills and knowledge and prepares students to contribute to our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies enhance learning, achieve their personal best and fully equip them to contribute positively to society.

### **Devices at School**

Highvale Primary School aims to provide a core number of devices to each class in the school. These, together with other digital equipment such as 3D printers are acquired through funds raised by our school community, primarily through the **Highvale Primary Community Group (HPCG)**. School owned devices are shared across grades, specialists classes and where necessary, year levels. They remain

on at the school at all times. The type of device is determined by the school and may include a mix of laptop, desktop and other devices such as iPads.

- **Appendix 1 - Digital Technologies Acceptable Use Agreement Prep – Year 2**

Our school also provides an **optional** Bring Your Own Device (**BYOD**) program for students in Year 3-6. The BYOD program provides an opportunity for students to bring their own device with them to school each day. This means that it can be used as a personal device for both schoolwork, homework and parent approved personal use. Rules and responsibilities are described in detail in

- Each device is the responsibility of the owner. This includes purchasing, insurance for loss and damage, warranties, maintenance and repairs.
- **Appendix 2 - Digital Technologies Acceptable Use Agreement Years 3-6**

### **Purchase of BYOD Devices**

Highvale Primary School has special purchase arrangements for Highvale families through Learning With Technologies (LWT). The purchase portal can be accessed at <http://highvaleps.orderportal.com.au/>.

Parents may self-source and purchase a device however; it must meet the required minimum standards and be approved for enrolment into the BYOD program by the school. Parents are advised to carefully read **Appendix 3 'HPS Personal Device Enrolment Application'** prior to purchasing a device externally of the LWT portal.

Students who choose to opt in to the BYOD program are required to:

- meet minimum device requirements
- transport their device in a protective case
- bring their device to school each day
- ensure their device is fully charged at home for use at school each day during class time. Please note, charging is not available at school.
- have at least 10 GB of storage available
- Abide by Highvale Primary School's Acceptable Use Agreements.

Highvale Primary School does not have insurance to cover accidental damage to students' devices. Parents/carers are encouraged to consider obtaining their own insurance and warranty. If the device is purchased through Learning With Technology, options are available through the LWT portal.

### **Safe and Appropriate Use of Digital Technologies**

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

Distribution of school owned devices and other digital technologies to students is only permitted where students have satisfactorily completed the annual **Digital Technologies Acceptable Use Agreement**. Teachers support each student with this process.

Personal student use of digital technologies at school through the BYOD program will only be permitted where students and their parents/carers have completed and signed the **BYOD section** of **Digital Technologies Acceptable Use Agreement**.

A **BYOD Privacy Risk Assessment** has been completed by Highvale Primary School in consultation with the Department of Education, Information Management and Technology Division to identify, minimise and manage privacy risk.

With the support and guidance of teachers, 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 class teacher, the 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.

### **Positive Behaviours for Learning (PBL) Expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Highvale Primary School's *Statement of Values, Student Wellbeing and Engagement policy* (*currently Student Engagement and Inclusion policy*) and Bullying Prevention policy (*currently Bullying and Harassment policy*). These are available for parents on our school website at <https://highvaleps.vic.edu.au/parent-information/#news>

When a student acts in breach of the expected 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), Highvale Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Highvale Primary School's response to issues or incidents that have the potential to impact on the wellbeing of our students will include:

- All incidents of cyberbullying will be referred to the Learning Leader immediately and then Assistant Principal for investigation.
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.

Students will be taught to inform their teacher immediately, if:

- They have experienced an incident of cyberbullying.
- They feel the welfare of other students at the school is being threatened.
- They come across sites that are not suitable for our school.
- Someone writes something makes them or their friends feel uncomfortable or asks them to provide private information.
- They act in a way, which is against the rules and responsibilities they have agreed to in the AUA.

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. These may include:

- 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* (*currently Student Engagement and Inclusion policy*) and Bullying Prevention (*currently Bullying and Harassment policy*) policies.

### **Review Cycle**

This policy was last updated **February 2019** and is scheduled for review in **2020**

### **Appendices**

- **Appendix 1 – HPS Digital Technologies Acceptable Use Agreement Prep - Year 2**
- **Appendix 2 – HPS Digital Technologies Acceptable Use Agreement Year 3-6**
- **Appendix 3 – HPS Personal Device Enrolment Application**