ASCOT VALE PRIMARY SCHOOL
DIGITAL TECHNOLOGIES POLICY
(Internet, social media and digital devices)
Approved at School Council 13th September 2021

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 including a 1:1 personal device program in Years 3-6 and a shared device program in Years P-2.

(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

This policy applies to all students at Ascot Vale PS.

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

This policy should be read in conjunction with the following local Ascot Vale PS policies: *Mobile Communications Devices, Student Cyber Bullying, Mobile Phone, Photographing Filming and Recording Students.*

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 and Implementation

Vision for digital technology at our school

Ascot Vale PS promotes, encourages and supports students to become confident, safe and innovative lifelong users of ICT in working towards developing and maintaining a 21st century ICT skill set.

Ascot Vale PS eLearning Plan

The Ascot Vale PS eLearning Plan will guide the implementation of the Ascot Vale PS Digital Technologies policy.

It will guide the practice of the eLearning Team and staff to achieve targets, implement and review actions in the categories of: Learning, Teaching and Assessment; ICT Professional Learning; Learning Places and Spaces; Learning Communities and; eLearning Leadership.

Year P-2 & 3-6 Digital Device Program

Year P-2 students will have access to shared Chromebook digital devices to complement their learning program at Ascot Vale PS.

Learning in Year 3-6 classrooms at Ascot Vale PS will be supported by a 1:1 digital device program from 2022.

The Ascot Vale PS P-2 and 3-6 Digital Devices program features:

- Ascot Vale PS providing Chromebooks and Windows devices that will be used by students and stored at school, unless borrowed by families for the purpose of implementing a remote and flexible learning program
- Funding provided by the school, supported by yearly optional parent payments, guided by the DET Parent Payment Policy
- The phasing in of Chromebook devices across the school as follows:
  - Years P-2 - Chromebooks to be introduced on 1:2 shared basis from 2022
  - All Year 3-4 students to be provided with 1:1 Chromebook devices in 2022 and subsequent years
  - 2022 Year 6 students provided with 1:1 Windows* device access in 2022
  - 2022 Year 5 students provided with 1:1 Windows* device access in 2022 & 2023 as Year 6 students
  - The Year 3-6, 1:1 Chromebook program to be phased completely in by 2024

*AVPS owned Windows devices can be configured to operate as Chromebooks from 2022

Students, parents and carers who would like more information or assistance regarding our Digital Technologies Policy and Digital Devices Program are encouraged to contact the school on 9370 6507 or at ascot.vale.ps@education.vic.gov.au .

<u>Google Workspace for Education</u>

<u>Overview</u>

Ascot Vale Primary School uses Google Workspace for Education (also known as G-Suite for Education) in the classroom as part of our teaching and learning program. Google Workspace for Education is an internet based service provided by Google for educational purposes only. It provides students and teachers with access to online services such as email, calendar, blogging, online document storage (for school work), sharing, messaging and video-conferencing facilities from school, and at home. Google Workspace for Education includes the following online services 1) Classroom, 2) Gmail, 3) Drive, 4) Calendar, 5) Docs, 6) Sheets, 7) Slides,8) Sites, 9) Hangouts, 10) Groups.

<u>Google access to specific personal information about students</u>

To enable students to sign-on and access these online services as part of our schools teaching and learning program, Google requires access to students' Department of Education & Training username, first and last name, year level and school.

Parents may request that our school not provide this information to Google, and opt-out their child / children from using Google Apps. As a result, these students will not have access to the online services and alternate arrangements for allocating work will be made.

<u>Providing a safe online environment (Google)</u>

Use of online services will be subject to classroom supervision during school hours. Students should report unacceptable behaviour, and a nominated member of staff will address the issue **during school hours**.

To further assist students in having safe and positive experiences online, parent information is available on the Australian Government's Office of the Children's eSafety Commissioner website: https://esafety.gov.au/

In addition, staff at our school have been advised that the use of Google Workspace for Education is strictly for teaching and learning material only (e.g. lesson plans and classwork) and staff do not upload students' personal, sensitive, health, or security classified information into Google Workspace for Education.

<u>Student responsibilities when using Google online services</u>

When using Google Workspace for Education, students continue to be responsible for their behaviour as outlined in our school's Students Acceptable Use Agreement. The main themes of this agreement are:

- Communicate respectfully;
- Protect personal information; and
- Look after yourself and others.

<u>Safe and appropriate use of digital technologies</u>

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Ascot Vale PS , 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. The Ascot Vale PS Digital Technologies Policy stipulates that school owned devices are mostly to be used at school, where safe device use is more able to be controlled or monitored. However, the school acknowledges that many students have access to personal devices at home. Therefore the teaching and learning of safe and appropriate use of digital technologies in all environments is important.

At Ascot Vale PS, we:

- encourage the use of school owned digital devices to enhance learning at school only, except when needed at home for remote and flexible learning purposes
- discourage student use of digital devices (school owned or personal devices) for social media purposes
- 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 that must be signed and followed by all users of Digital Devices
- 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 or office 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 Ascot Vale PS *Statement of Values, 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), Ascot Vale PS 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:

- 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*, *Student Cyberbullying* policies as well as the annual *AVPS ICT Student Acceptable Use Agreement*, which must be signed by all students (year 3-6) and (all) parents/caregivers.

Review Cycle

This policy was last updated on 13 September 2021 and is scheduled for review in 12 months.