DIGITAL TECHNOLOGY

PURPOSE

To ensure that all students and members of our school community understand:
● 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 iPad program
● expected student behaviour when using digital technologies and internet
● the school's commitment to promoting safe and responsible 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
● our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
● the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
● our school prioritises the safety of students whilst they are using digital technologies

VISION FOR DIGITAL LEARNING AT WANGARATTA WEST PRIMARY SCHOOL

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.
Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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, communication and creativity.

Wangaratta 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 interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGY

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wangaratta West Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.
At Wangaratta 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
• use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
• supervise and support students using digital technologies for their schoolwork
• 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 users of digital technologies, including annual Cyber Safety events
• educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security 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 technologies 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 and 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 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

STUDENT EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Wangaratta West Primary School's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy, all of which are available on our school website.

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), Wangaratta West 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.

Distribution of school owned devices to students at school will only be permitted where students and their parents/carers have accepted this Digital Technology Use Policy via Policy.

Below you will find further information in regards to Digital Technology acceptable use at Wangaratta West Primary School
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Once you have reviewed this document and spoken to your child/ren about the importance of being safe when online and also the responsibility of having their own school iPad, please approve on Compass.

Digital Technology - Acceptable Use Policy & Agreement

Wangaratta West Primary School is committed to student use of Digital Technology as a tool to enhance student teaching and learning. Our school goal is to use digital technology to create and collaborate, and not to simply *consume* information. Wangaratta West Primary utilises the Apple iPad that is connected to the Department of Education secure wireless network.

iPads are strictly for educational use, consistent with the educational goals of Wangaratta West Primary School. This requires a large amount of responsibility on behalf of the students. This Acceptable Use Policy is designed to give students and their family clear and concise guidelines regarding the appropriate use of the classroom iPads and to ensure the safety of our students when using digital technology.

Wangaratta West Primary School provides a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed. Our students will be supervised and provided with support and education from their classroom teacher and external professionals (Safe on Social, Term 1, 2023) in regards to the appropriate and safe use of technology and the internet.

To provide a safe educational environment when using digital technologies in the classroom, our school will be utilising a cloud system as a third layer of internet security. Each individual iPad is controlled by this system which allows us to monitor and install applications that are in line with our educational goals, and also to block/uninstall settings such as iTunes and the App Store. Students will not have access to internet browsers unless directly supervised by the classroom teacher. Teachers also have the technology to observe and control individual iPads, utilising Apple Classroom software.

Students will participate in a Cyber Safety program each year that educates our students on how to be smart and safe when using Digital Technology. Part of this Acceptable Use Policy is to encourage both you and your child to be active participants in any such programs offered by the school. All upcoming events will be communicated and cyber safety resources and information provided.

We expect our students to demonstrate our school values of safety, connections, resilience and success. If a student shows an inability to do this and they use the classroom iPads in a disrespectful and/or irresponsible manner, they will lose their iPad privileges until the classroom teacher has spoken to a parent or guardian.

Cracked or smashed screens cost approximately $150 to fix from a local and trusted repair retailer. In the event of such damage, the Assistant Principal will call home to discuss the damage and repair costs.

Student iPads will solely be used within the school grounds of Wangaratta West Primary. They will not be available for homework and will not leave the school grounds.

Passwords
•	Each student has their own login and password for educational programs and educational websites and it is their responsibility to keep it secret (for example, Reading Eggs). If anyone shares their password, it is their responsibility to change this immediately with their teacher.
•	Parents are entitled to know their child's usernames and passwords. This information is available from your child or from the classroom teacher as some resources can be used safely on a home device.
•	At no stage is any student allowed to use another individual's login and password.

Online Chat (Grades 3-6 only)
•	Instant messaging programs are blocked from student use. It is only permitted and accessible during an assigned, in-class activity that is supervised by the class teacher, such as the use of Google Classroom.
•	The use of email during class is prohibited unless authorised from a class teacher.
•	The school's third layer of internet security blocks students being able to email or be emailed from external domains. They only have access to email their teachers and peers, when instructed.
•	Online chat services provided by the school are to be used only for educational purposes unless the class teacher grants specific permission.
•	Students are prohibited from using any form of communication through the internet of an abusive, derogatory, sexual or harassing nature (this includes mean-spirited emails, offensive blogging, statements of a bullying nature, communication with sexual innuendo etc.). This will be regarded as a major violation and will be subject to a disciplinary response.
•	Chain letters and spam of any kind are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
•	Students are prohibited from accessing anyone else's email account.
•	The school's email program is to be used for student mail only and the domain provided for the student by the Department of Education. Other programs such as Hotmail are prohibited and are blocked.
•	School email addresses are not to be given to **ANY** websites, companies, or other third parties without the explicit permission of the classroom teacher.
•	Only school related attachments are to be sent on the school email system.
•	Online communication etiquette will be consistently observed by teachers at school. Parents are strongly encouraged to observe their child's communication chat etiquette at home.

Seesaw
•	All comments go to an administrator (the class teacher's email account).
•	All comments must be authorised by the teacher before being posted - this includes both student comments and parent comments. The teacher can also opt to 'disable commenting'

- Children will not be permitted to post any personal information such as addresses and phone numbers.
- Parents and other family members only have access to an individual student posts on Seesaw, unless selected as a "class post" in which all students can view the student's work.

Audio and Video
- Audio and video (including music) on iPads and laptops are to be turned off unless it is specifically required for the activity being conducted.
- When sound is needed, headphones must be used.
- Any audio or video recording must only be done with the prior permission of all parties being recorded.
- Student must always seek permission before taking a photo or video of another student or teacher

iPad Care and Handling
- Students must not lend their iPads to other students unless instructed by a teacher.
- Students must not borrow an iPad from another student unless instructed by a teacher.
- iPads must be carried and transported appropriately in their approved cases at all times. Failure to transport an iPad correctly could lead to damage and result in permanent loss of data.
- No food or beverages should be in the vicinity of the iPads.
- iPads should be handled safely, responsibly and respectfully and iPad cases are not to be defaced in any way or it will be the students responsibility to clear or purchase a new one.
- Students must have their iPad fully charged at the start of each school day and it is their responsibility to check this.
- It is the responsibility of the student to back up personal files. Students will be instructed on the correct backing up procedures.
- iPads will not be used during a wet-day timetable.

Network Access
- Students are prohibited from accessing staff laptops for any reason.
- Students are not to degrade, damage or disrupt online services. This includes tampering with computer hardware or software, vandalising data, invoking computer viruses, attempting to gain access to restricted or unauthorised network services, or violating copyright laws.

Deleting Files/Apps
- Students are not permitted to delete any folders/applications or files that they have not created or do not recognise. Deletion of certain files may result in a computer failure and will interfere with the ability to complete class work.
- Students should never attempt to change or alter iPad settings, unless authorised by their classroom teacher.

Downloading and Loading of Software/Applications
- Students are not permitted to install custom/individual applications that require administrator privileges. This is blocked and controlled by the school's cloud network.
- All installed software must be a legally licensed copy.
- All software currently installed on each iPad is legally licensed.
- Students are not permitted to install any unauthorised apps or programs.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.
- Copyrighted movies may not be downloaded to the iPad from the Internet.
- Inappropriate or copyrighted media may not be used as a screensaver or as an iPad background.
- Students must adhere to the laws concerning copyright, other intellectual property rights and licensing agreements.

Internet Use
- The Internet is a rich and valuable source of information for education. Inappropriate materials can be available on the Internet and are strictly prohibited. These materials include items of a sexual nature, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access,

display or store this type of material. Any material found of this nature must be reported immediately to a classroom teacher.

•   Students are required to give proper credit to all Internet sources used in school assignments, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

•   If a student accidentally accesses a website that contains obscene, or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access.

Privacy, Use, and Safety

•   Students are not permitted to give any personal information regarding themselves or others through email or the internet without their teachers permission. This includes information such as name, age, phone number, address (including email address), passwords, etc. Handing out such information is considered inappropriate and extremely unsafe.

•   Students must not share their private passwords or usernames for network and iPad access . This is important in order to protect the privacy of each student. Students must inform their class teacher of any changes to their password.

•   The school will regularly access and monitor iPad activities that take place on devices including logging website access, newsgroup access, bandwidth and network use. The school will use this ability to investigate any misuse that is suspected.

Consequences

•   The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on an iPad and/or the loss of the use of the iPad and other devices for an amount of time determined by the school.

•   These consequences apply to the usage of all equipment owned by Wangaratta West Primary School.

•   iPads with illegal or inappropriate software or materials on them will need to be reformatted to factory settings.

•   In the case of repeated iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad.

•   Students are to report any known violations of this Acceptable Use Policy to their teacher. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.