

Digital Technologies Policy

(Internet, Social Media and Digital Devices)



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact the office at Spring Parks PS.

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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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 Spring Parks Primary School.

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

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

Vision for digital technology at our school

At Spring Parks, we understand 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.

We believe that the use of digital technologies at our school helps to develop valuable skills and knowledge, better preparing our students to thrive in our globalised and inter-connected world. Our vision is to empower our students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Purchasing

Purchasing or leasing of ICT products will be recommended by the ICT Manager and ratified by the School Council.

Quotes, leasing and purchases will be obtained from preferred DEECD suppliers which have the benefits of competitive pricing, including 3-year on-site warranties, for hardware products. Protection

is also provided by the Department's contracts on warranty pricing and problem resolution issues.

Data & Reporting

All staff, and students in Years 3-6 have individual logins to the Google platform. Spring Parks Google Drive domain users can share documents within, but not outside our network. Data is created and analysed using Google Apps. Sentral is used on a daily basis for attendance, and for generating official student reports at the end of each semester. It has two way communication with CASES to ensure that it's kept up to date.

School Website

The school website is registered as www.springparksps.vic.edu.au and hosted the website via VicSmart Internet Service Provider. The website design will be in accordance with the 'Whole of Government Website Standards'

Safe and appropriate use of digital technologies

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

At Spring Parks, 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, including [insert details of specific programs]
- 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 their classroom teacher, or the ICT-Coordinator, 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 Spring Parks Primary School’s *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), Spring Parks 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* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy will be reviewed by Spring Parks Primary School Council annually

Date Implemented	October 2012		
Date ratified by School Council	March 2026		
Approved By	Philip O'Reilly		
Approval Authority (Signature & Date)	<i>por</i>		
Date Reviewed	February, 2026	Next Review	February, 2028
Responsible for Review	Philip O'Reilly, Principal		

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ANNEXURE A: ACCEPTABLE USE AGREEMENT

USE OF THE INTERNET

(for the duration of the students schooling at Spring Parks Primary School)

The Internet is a vast rapidly growing global network linking computers throughout the world. Through internet, it is possible to communicate with people all over the world, through discussion groups and email and to access a vast amount of information via the World Wide Web.

The Internet provides great potential for enhancing student learning and at Spring Parks Primary School; students will have access to the Internet via the Department of Education & Early Childhood Development network (VICSMART) through our own school's network. The Internet has the potential to change the way learning operates and brings many benefits to students researching a wide variety of subjects. Additionally, they will be able to communicate with other schools in our area and communicate globally through collaborative projects.

Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards, while exchanging messages with Internet users throughout the world. They can visit educational sites with the latest information and contact scientists, sportspeople and other children throughout the world.

However, due to the size and largely unstructured nature of the Internet, many kinds of material may find their way onto the system, some of which may be deemed inappropriate or unsuitable for students in a particular school setting. It is not possible to control all of the material that is on the Internet.

Spring Parks Primary School has connections to the Internet and the use of email from classrooms and the library. It is important that our students are made aware of the rules for the use of these facilities and that parents understand the types of use that students will be involved in. Our use of the Internet will be limited to the following forms of access:

- Teacher demonstrated and directed – which involves adult supervision and direct monitoring of sites accessed.
- Student access through the Department of Education and Early Childhood Development's approved site, Educache, which will contain only sites deemed appropriate for students and,
- The use of email to other schools for research and collaborative projects.

Students will be issued with Internet rights when they have fulfilled the following requirements:

- The user contract has been signed by all parties and returned to their class teacher who will oversee ongoing tuition that will cover connection, guidelines for use and the responsibilities of users.

PRIVILEGES

1. The use of the Internet is a privilege, not a right.
2. If students are deemed by the school to have violated any of the conditions of use, this privilege will be withdrawn.

CYBER-BULLYING POLICY

The Department of Education and Early Childhood Development has a clear Anti-Bullying Policy through the strategy "Safe Schools are Effective Schools" which highlights that every student has the right to feel safe from bullying at school.

All forms of bullying, whether it be physical, verbal or cyber are not tolerated at any level in Victorian Government schools.

RESPONSIBILITIES

1. Students are expected to use the Internet for educational and research purposes.
2. Chat sessions are not considered educational research unless under the direct supervision of a teacher.
3. Students should remember that when they are using the Internet they are entering a global community and any actions taken by them will reflect upon the school as a whole.
4. Users must at all times behave in an ethical and legal manner.
5. Users shall respect the rights and privacy of other individuals and should not seek information on, copy or modify the data of, or misrepresent, other users on the network.
6. Use of the network should not disrupt the use of the network by others.
7. Acceptable language will be used at all times, and sending of offensive messages prohibited.
8. Violation of copyright laws is not allowed. The intellectual rights of others should be respected. Computer software and other material protected by copyright should not be printed or downloaded unless the copyright holder gives permission.
9. Anything of a disturbing nature will be reported to staff immediately
10. Hardware and software should not be destroyed, modified or abused in any way.
11. Personal details, including addresses and phone numbers of you or others should not be given. Remember that E-mail is not guaranteed to be private.

PARENT OR GUARDIAN

As the Parent/Guardian of (please print) _____

I agree to the terms and conditions of this agreement and give my permission for my child's first name and teacher authorized classroom work to be published on the internet by Spring Parks Primary School. I understand that no identifiable photographs of my child will be published without specific written prior parental/.guardian consent, (as per the Photograph Permission For).

I will not hold the school or any of its staff responsible for material acquired on the internet.

Parent/Guardian name: _____

Signature: _____ Date _____

SCHOOL

The teachers of the school have read the terms and conditions and agree to promote this agreement with the student. In order to protect children's families' security and privacy, no photographs of children and/or their work will be published on the internet from Spring Parks Primary School without prior written parental/guardian consent.
