

HAMLYN VIEWS SCHOOL

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

1. 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 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

2. SCOPE

This policy applies to all staff and students at Hamlyn Views School.

Staff and students' use of technology is governed by the Department's *Acceptable Use Policy* and Hamlyn Views School's 'Digital and Online (Internet) Policy and Student Acceptable Use Agreement' 'Electronic Communications Policy and Protocol' and the 'Photographing, Filming and Recording Students Policy'.

Hamlyn Views School has a commitment to the following expectations when promoting the appropriate use of digital technologies:

- a. To provide staff and students access to the internet, digital devices, a range of software and Apps, online information and electronic communication in a safe and non-threatening environment.
- b. To ensure staff and students are aware of, and comply with the 'Acceptable Use Policy for the Department of Education and Training (DET) Information and Communication Technology Resources' when accessing any form of digital technology.
- c. To provide relevant cyber-safety information and programs to the school community that promote the practices of eSmart Schools.
- d. To create a learning environment that reflects the values of the eSmart School's Framework - *smart, safe and responsible*.

3. 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.

4. POLICY

Vision for digital technology at our school

Hamlyn Views School understands that safe and appropriate use of 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.

Hamlyn Views 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 provide programs to educate our students to be smart, safe and responsible users of digital technologies, whilst educating students about digital issues such as online privacy, intellectual property and copyright.

iPads at Hamlyn Views School

Students at Hamlyn Views School are provided with the opportunity to use iPads during class time for different learning activities as instructed by the classroom teacher. Class sets of charged iPads are shared between classrooms.

Personal Devices at Hamlyn Views School

Students at Hamlyn Views School may at times provide a device to be used at school which has been purchased privately or through the child's NDIS funding to support their communication and personal needs. Where appropriate, these devices can be given access to the Hamlyn Views School internet system - which can be organised on request from the classroom teacher to the Digital Technologies Leader or school technician. When using personal devices, and when accessing the internet at Hamlyn Views School, students must adhere to the Department's *Acceptable Use Policy* and Hamlyn Views School's 'Digital and Online (Internet) Policy and Student Acceptable Use Agreement'

Safe and appropriate use of digital technologies

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

At Hamlyn Views School, 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 as part of the eSmart School's program
- 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* and Wellbeing 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 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 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 an 'Acceptable Use Agreement' (Licence) is signed by all secondary age students, and younger students as appropriate, with the support of their parents/guardians.

Through explicit teaching and participation in the eSmart program, students will be supported to understand that it is their responsibility 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, they are to notify the classroom teacher or Digital Technologies Leader 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Hamlyn Views School's *Statement of Values and School Philosophy*, *Student Engagement and Wellbeing 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), Hamlyn Views School 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 Engagement and Wellbeing* and *Bullying Prevention* policies.

FURTHER INFORMATION AND RESOURCES

- [Bullying Prevention](#)
- [Electronic Communications Policy and Protocol](#)
- [Statement of Values and School Philosophy](#)
- [Student Engagement and Wellbeing](#)

REVIEW CYCLE

This policy will be reviewed as part of the school's two-yearly review cycle.

This policy was reviewed and updated by School Council in December, 2019

Date for Review: 2021



Hamlyn Views School STUDENT ACCEPTABLE USE AGREEMENT

Smart, Safe and Responsible Behaviour

When I use digital technologies I **am respectful** by:

- writing a post in a polite and respectful way
- being kind to my friends and classmates online
- not sending mean or bullying messages or passing them onto other people
- making up my own work, and if I copy from the internet share the link of that website
- not eating or drinking near any computer or digital device
- caring for equipment

When I use digital technologies I **look after my own information** by:

- looking after my passwords and not sharing them with anyone except my parents
- also looking after my friends' information
- only joining spaces if my parents or teachers say it's okay
- never answering questions about myself online
- not posting 3 or more pieces of information about myself.

When I use digital technologies I **respect myself and others** by:

- stopping and thinking about what I post or share online
- only using suitable spaces or sites and if I'm not sure ask a trusted adult for help
- looking after my friends' own information
- telling a trusted adult if I see something that upsets me or if I need help
- telling a trusted adult if someone is unkind or if someone else is upset or scared
- not searching for something rude or violent
- closing off the screen if I don't like what I see and tell a trusted adult
- being careful with equipment.

At school I have:

- discussed ways to be a smart, safe, responsible user of digital technologies
- given my ideas around ways that I can be a smart, safe and responsible user of digital technologies.

If I don't follow the school expectations using digital technologies, consequences may include;

- losing network, internet and printing privileges
- parent/guardians contacted
- suspension
- an inquiry by the police
- other consequences as outlined in related school policies.



My ideas on smart, safe and responsible behaviour

When I use digital technologies I **am respectful**. This means I:

(write or draw...)

When I use digital technologies I **look after my own information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)



Student licence

(Principal or Teacher)

Accepts

(Student)

(Class)

**will be a smart, safe and responsible
user of digital technologies.**

Student's signature

Principal or Teacher signature

Date

