



## 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 Assistant Principal on (03) 9481 0009.

### 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 our BYOD notebook program for students in Years 3 to 6, school supplied notebooks for Year 6, and school supplied iPads for Years F-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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements
- (f) our school prioritises the safety of students whilst they are using digital technologies

### SCOPE

This policy applies to all students and staff at Northcote Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).



Staff also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Northcote Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

## DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## POLICY

### Vision for digital learning at our 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 and communication.

Northcote 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 inter-connected 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.

### Personal Devices at Northcote Primary School

Northcote Primary School operates a Bring Your Own Device (BYOD) program for students in Years 3 to 6. Started in Years 3 and 4 in 2022 each subsequent Year 3 cohort would enter the program until it was ubiquitous across Grades 3-6. 2022 Years 5 and 6 would continue to use school leased devices for the remainder of their primary schooling. Students in Years F to 2 will have access to class sets of iPads. Lessons at our school are supported with the use of iPads (F-2) and notebook computers (3-6).



Parents/carers of students in Years 3 to 6 are invited to purchase a device for their child to bring to school. Northcote Primary School recommends parents purchase from the DE recommended supplier 'Learning With Technologies', who offer discounted prices for the purchase of devices for our students. Northcote Primary School can refer parents to government or community support programs that may help them with purchasing a device.

As part of the school's BYOD program for Years 3 to 6, students are expected to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- Complies with set specifications

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device when purchasing a device. Although every precaution will be taken to ensure their security, devices stored at school overnight and over the weekend will be stored at the risk of their owner.

### **Parent Payments and Digital Devices**

Requesting contributions for school-owned devices:

- Schools can invite Curriculum Contributions from parents for school-owned devices.
- This includes devices that the school has either purchased or leased and which are shared, loaned on a one-to-one basis, or given to students to keep.
- Schools can also request Curriculum Contributions for other ICT equipment, infrastructure and support.

Inviting parents to supply or purchase devices

- Schools can invite parents to supply or purchase digital devices to use and own.
- This includes devices that parents purchase or loan from a third party, or devices that parents already own.
- Schools can specify an exact device, a range of preferred devices, devices that meet minimum standards or allow any devices.
- Schools can specify bundled insurance, apps, software and peripherals for their recommended device.

DE guidelines make clear that parents are not obligated to provide a device, schools are not required to ensure students have free access to devices on a one-to-one basis and that Curriculum Contributions are voluntary. Northcote Primary School will work with parents/carers to ensure that their child has access to all necessary devices required at school.



Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal, Mr Shaun Wells.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Northcote Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Northcote 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 eSmart cybersafety
- 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, Inclusion & 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 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.

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 classroom teacher and team leader 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

### **Social media use**

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Our school uses social media platforms for students to showcase their work, where parents and peers can provide appropriate feedback and comments on the work undertaken. Consent is required for social media tools where student use is publicly visible. Consent can be provided via the Annual Consent form. For further information please refer to our schools Photographing, Filming and Recording Students policy.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

### **Student behavioural expectations**

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

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	School Council – June/ 2023 Education Subcommittee – May / 2023 School Community – Ongoing consultation with school community via an offer to provide feedback on child safety policies and procedures as outlined on our website
Approved by	Principal
Next scheduled review date in 2 years	June 2025



## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### School profile statement

At Northcote Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital devices and online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our school's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies. This includes discussing this agreement at the beginning of each year;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: [Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [eSafetyParent | Office of the Children's eSafety Commissioner](#)  
(<https://www.esafety.gov.au/education-resources/iparent>)

### Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)



- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

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

I will use this knowledge at school and everywhere I use digital technologies

**My ideas on safe and responsible behaviour – please write in the following boxes, talk about each section with your parent/carer.**



When I use digital technologies, I **communicate respectfully**. This means I:

When I use digital technologies, I **protect personal information**. This means I:

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



## BYOD Usage Agreement

Northcote Primary School believes that Digital Technologies can provide significant benefits to students' educational opportunities. Furthermore, the teaching of Cybersafe and responsible online behaviour is essential to the lives of our students and is best taught in partnership between home and school. The goal of this User Agreement is to ensure that students use technology at school in a safe and responsible manner. Further details are available in the 'BYOD Program - Information for Parents and Students' booklet.

**BRING YOUR OWN DEVICE (BYOD):** Selected year levels participate in our school's BYOD program. As part of the program, in 2023 all students in Grades 3 and 4:

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- Bring their device into the classroom at the beginning of each day and ensure it is safely and securely stored.
  - Ensure their device is working correctly.
  - Ensure their device is charged every day and has sufficient battery power to work throughout the day.
  - Ensure their device does not contain any inappropriate, offensive or any other content which they would not be comfortable for a teacher or parent to see. Students are expected to show any content on their device to teachers if requested.
  - Only use their device for school-related educational purposes while at school.
  - Not use online 'chat' facilities or social networking websites, except under the direction of a teacher.
  - Only use their device under the supervision of a teacher whilst at school.
  - Only take photos, sound or video recordings of people when they have received that person's consent and it is under the direction of a teacher.
  - Keep their device secured in the classrooms' designated storage area when not in use.
  - Take full responsibility for the safety and security of their device at all times.
  - Not attempt to download or install unauthorised software (including games) onto school/personal devices.
  - Use their device in accordance with the 'Student Declaration' section of this policy (see above).
  - Allow the school to re-image their device for any reason (full memory, virus etc), this will delete any personal files and downloads that have occurred and re-install the schools software package only.
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The school does not take any responsibility for the loss or damage of any personal items, including electronic devices (computers, phones, etc). There are a range of warranty and insurance options available to parents when purchasing a BYOD device for their child. We encourage families to make the decision that best suits them.



USING TECHNOLOGY: Students will use their device to access electronic resources (including the internet) at school. Parents/carers should be aware that the nature of the internet means that full protection from inappropriate content can never be fully guaranteed. The school uses two layers of filtering to ensure inappropriate content isn't accessible, the schools own firewall along with the Department's firewall.

If a student does not follow this agreement or fulfill their obligations their rights to the use of their device may be taken away temporarily and parent meetings may be required before the student is allowed to use the device at school again. Each breach will be dealt with on a case-by-case basis and involve the classroom teacher, BYOD Coordinator and Principal if necessary. Please be aware that some online activities are illegal and may be reported to police. In cases where the student has been responsible for damage to technology owned by the school or another student, the student and parents may be asked to pay for the damage to be repaired.

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**Signature:**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home. It applied to both school-owned devices and BYOD devices.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Homegroup: \_\_\_\_\_

Teacher/s: \_\_\_\_\_

Student signature: \_\_\_\_\_



# Northcote

Primary School

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Website [www.northcoteps.vic.edu.au](http://www.northcoteps.vic.edu.au)  
Ph (03) 9481 0009

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2023