



## **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 1:1 personal device program
- 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

## **Guidelines:**

This policy applies to all students at Killara Primary School.

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

## **Definition**

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.

## **Implementation:**

### **Vision for digital technology at our school**

- Killara Primary School understands 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.
- Killara 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **iPads at Killara Primary School**

- Killara Primary School maintains a bank of iPads that are able to be utilised by classes to support and enhance student learning as part of the regular classroom program

### **1:1 Devices at Killara Primary School**

- Killara Primary School provides the opportunity for students in Grades 5/6 to enter a leasing agreement with the school for a Acer Travelmate B118-11.6. These remain the property of Killara Primary School at all times



- Rental payments will be made four times yearly, due in January, April, May and September. Payment plans and options will be provided for families who need extra support at the discretion of the Principal
- Students leaving the school prior to the end of Grade 6 must return the rented device when leaving with all remaining payment to be taken over by the school
- All items associated with the rented device will be returned to school when the device is returned at the end of Grade 6
- Devices can be called for at any time for maintenance and imaging and are always collected at the end of the year
- Students must adhere to the Killara Primary School Acceptable Internet Usage Contract (attached) at all times. This includes the use of the device out of school hours
- Students are required to follow all guidelines outlined in the Digital Device Rental Agreement (also attached)

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

- Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Killara Primary 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 Killara Primary 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
  - 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, Wellbeing and Inclusion* 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 either the classroom teacher or a member of the school leadership team 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 Killara Primary School's *Statement of Values, Student Wellbeing, Engagement and Inclusion* 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), Killara Primary 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 Wellbeing, Engagement and Inclusion and Bullying Prevention policies.*

### **Evaluation:**

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.