



DIGITAL TECHNOLOGY

POLICY

Introduction

Wodonga Federation of Government Schools (The Federation) and its Member Schools: Wodonga Primary School, Wodonga South Primary School, Wodonga West Primary School, Melrose Primary School, Baranduda Primary School, Wodonga Middle Years College, Wodonga Senior Secondary College and Belvoir Special School are committed to providing a school community where students can maximise their learning while remaining safe.

Purpose

To ensure that all students and members of our school community understands:

- (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) Melrose Primary 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; and
- (d) Melrose Primary School's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

Scope

This policy applies to all students within Melrose Primary School and all other Wodonga Federation of Government Schools.

The Department's Acceptable Use Policy governs staff use of technology.

Policy

Vision for Digital Technology at Our School

Melrose Primary School 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 allows personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Melrose 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 schools' 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.

Devices at Melrose Primary School

Melrose Primary School may provide devices, offer leasing options, Bring Your Own Device programs, or a combination of these.

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Melrose 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 Melrose Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- ensure the use of digital technologies in the classroom is aligned 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 digital citizenship 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 policy that outlines our School's values and expected student behaviour, including online behaviours;
- have an Acceptable User 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; and
- 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 and annual information sheets.

Distribution of our Melrose Primary 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 Melrose Primary School 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 the classroom teacher as appropriate, immediately.

All messages created, sent or retrieved on our Melrose Primary School network are the property of the school. Melrose Primary 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 the Melrose Primary School Statement of Values, Student Engagement policy, and Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school communities (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Melrose 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 several 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 Bullying Prevention policies.

Implementation

Melrose Primary School will have students (in some instances, parents/carers) sign and adhere to an Acceptable Use Agreement outlining a commitment to this Policy.

Review Cycle

This policy will be reviewed every three years or more often if necessary due to changes in legislation or circumstances.