

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

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-to-1 personal device program or insert other appropriate programs as relevant to your 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
- The various department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Bellaire 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Bellaire 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.

Bellaire 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 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 Bellaire Primary School

Classes at Bellaire Primary School are delivered with the use of iPads/tablets/notebook computers.

Our school operates a Bring Your Own Device (BYOD) program for students in Years 3-6, which means students must bring their own purchased or leased device with them to school each day. Bellaire Primary School has special arrangements with JB HiFi that offer discounted prices for the lease or purchase of devices for Bellaire Primary School students.

Students are required to have their own device that must:

- Is given to the school new/wiped; to be enrolled in JAMF - Mobile Device Management
- Be Wi-Fi capable (we do not require iPad to connect to telecommunication services via sim); and
- Be secured in protective casing to ensure accidental damage is minimised.
- Bellaire encourages parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time.
- Recommended devices are an iPad

Mobile Device Management

Jamf is the Mobile Device Management (MDM) Profile that will be applied to all the individual iPads. This allows the School to manage the use of the iPads during school hours. The MDM enables the School to send school-specific Apps to the iPad remotely at any time, but also has the functionality to lock iPads to Apps and have personal Apps (such as social media or other distracting Apps) 'disappear' during school hours. For example, a child may have many personal games/social media Apps on the iPad, with Jamf School MDM, we can set the device so that those personal Apps disappear at 8:45am and only reappear again at 3:30pm. It is specifically designed for managing iPads. <https://jamf.com>

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.

Bellaire Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact reception.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Bellaire 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 Bellaire 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 [insert details of specific programs]
- 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* 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

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.

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 Bellaire 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), Bellaire 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 and engagement and bullying prevention* policies.

REVIEW CYCLE

This policy was last updated in 2021 and is scheduled for review in [month/year].

APPENDIX A: ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE OF ICT AGREEMENT

PURPOSE

The school's Information and Communication Technology (ICT) resources are important and valuable resources in many teaching and learning programs at Bellaire Primary School. The emphasis is on careful and responsible use of the Internet for school-based projects and appropriate use of school resources. Internet and ICT resources are to be used for educational uses. Deliberate misuse of the school's Internet and ICT resources may result in loss of access to these resources.

AIMS

- To provide access to powerful learning and teaching resources.
- To ensure student safety is protected at all times when using the web.
- To ensure student privacy is protected at all times when using the web.
- To ensure cyber-bullying and other unsociable behaviours are dealt with promptly.

POLICY

This policy applies to students in Years 3-6.

Acceptable Use of the school's ICT equipment (tablets, cameras, laptops, servers, USB sticks, drives, etc)

- Students are to use the school's ICT equipment carefully and follow all instructions regarding appropriate use and care.
- All ICT equipment should be secured at the end of each school day.
- Students will respect the rights and dignity of other people when using ICT equipment.
- Students will use ICT equipment without purposefully damaging, altering or disabling them and must report any problems/damage to a staff member.
- Sharing of your private passwords or using another person's password is not allowed.

Acceptable Use of the World Wide Web

- Students must always obtain permission and be under staff supervision, to access the web.
- Unacceptable material is anything not related to classroom work.
- Students are not to search for, view or download unacceptable pictures, video, sounds, or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance before they download.
- Students are not to download ANY material from the Internet without permission from a staff member.
- If a student accidentally accesses a site with unacceptable material on it they should immediately leave the site and tell a staff member.
- Sending any personal information (full name, address, phone numbers, family details, etc) via the web is strictly forbidden.

Acceptable Use of E-Communication

- Students should always use normal, polite and respectful language when using communication.
- Students must gain permission from a teacher before sending messages anywhere outside the school network.
- Students are not to access any other person's messaging at any time.
- Sending any personal information (full name, address, phone numbers, family details, etc) via the school messaging system is strictly forbidden.
- The exchange of other files (pictures, video, sounds, or text files etc) using the school messaging system is unacceptable without staff permission.
- If a student receives a message which makes them feel uncomfortable they are to immediately tell a teacher.

Acceptable Use of USB Devices

- Students should only save, upload and download teacher-specified material to school USB sticks, classroom sites and other publishable locations.

- To protect against viruses, Trojans, etc, the use of personal laptops or USB sticks on the school's network or ICT equipment is not allowed.
- Students should always check with parents/teachers before uploading and downloading content.
- Students must not download executable programs (.exe) to school ICT equipment

Breach of Agreement

- Students in breach of any of the above will lose access to school ICT equipment for a period to be determined by the teacher and Principal.
- Parents/guardians will be notified of the breach.

Bellaire Primary School ICT Acceptable Use Agreement

I have read and discussed the Acceptable Use Guidelines that were sent home with this agreement. As a responsible student of Bellaire Primary School, I agree to use the internet, email, Web 2.0, blog sites and other ICT equipment in an appropriate manner. I will follow the Acceptable Use Guidelines.

I understand that inappropriate use will result in loss of use of these resources. My teacher will continue to discuss appropriate and inappropriate use with me.

APPENDIX B: BYOD POLICY

BYOD POLICY

PURPOSE

This policy works in conjunction with the Department of Education's 'Acceptable Use' Policy for DET Digital Technologies resources, as well as Bellaire Primary School's 'Acceptable Use Policy', and 'Student Code of Conduct'.

AIMS

The focus of the BYOD program at Bellaire Primary School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for further studies and future education leading into the workplace.

Technology immersion does not diminish the vital role of the teacher. On the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace, anywhere.

The policies, procedures and information within this document apply to all iPads used at Bellaire Primary School, including any other device considered by the administration to come under this policy.

POLICY

This BYOD Policy has been developed to inform Bellaire Primary School's community (Students, Staff, Parents and Administration) of the roles and responsibilities of maintaining a responsible, safe and effective BYOD program.

Who Does This Policy Apply To?

This policy applies to all users at Bellaire Primary School's BYOD.

- Students; Staff;
- Parents/Caregivers; and
- Principal Administrators

What Device/s Does This Policy Refer To?

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad and iPad Mini). The school has chosen to recommend Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability for staff and technical infrastructure.

Minimum Device Requirements

Bellaire Primary School understands that our families are unique and their financial access to a set device may differ. The Bellaire Primary School BYOD Program allows students to use an Apple tablet device that can utilise the latest operation system (iOS) and support the installation of the most recent applications. The device must:

- Have enough storage to install the selected applications set prior to the commencement of the school year by Bellaire Primary School
- Be Wi-Fi capable (we do not require iPads to connect to telecommunication services via sim); and
- Be secured in protective casing to ensure accidental damage is minimised
- Bellaire Primary School encourages parents/caregivers to organise the use of a later model device as these devices will ensure compatibility and supportability for a longer period of time. Recommended devices are an iPad Generation 5 or higher with Wi-Fi capability and 32GB of storage.

Equity And Access

Bellaire Primary School understands that the BYOD Program may be a financial burden on some families. For families opting to not participate in the BYOD Program, the school will have devices available which will provide student equal access at school to technology. These devices will be available to use during school

hours but will not be sent home with children. Special financial circumstances may be discussed with the Principal.

Technical Support

As part of the BYOD Program, Bellaire Primary School CAN provide assistance in helping students with:

- Connecting to the school's network and internet;
- installing applications.
- All other technical support, warranty issues and insurance matters will need to be managed by parents or carers.

Accidental Damage and Theft

The school is unable to provide accidental damage or theft cover for 3rd party (student- owned / teacher-owned) devices and shall therefore not be liable for any damages or theft that occurs on the school's premises unless:

- The device was under the direct care of a staff member.
- Bellaire Primary School strongly encourages parents/caregivers to source accidental damage and theft insurance from an external insurance provider.

Internet and Network Usage

All students, staff and parents are expected to adhere to Bellaire Primary School's 'Acceptable Use Agreement' which can be found on the school's website.

Student Responsibilities

As part of the Bellaire Primary School's BYOD Program, students will ensure that they:

- Use their ipads in a responsible and ethical manner;
- Bring ipad to school fully charged;
- Obey general school rules concerning behaviour and communication in line with the school's 'Code of Conduct';
- Protect their devices by contacting their teacher/administrator about any security problems they may encounter;
- Report any behaviour that is not in line with the school's 'Code of Conduct' to their teacher;
- Store their ipads appropriately in a designated area within their classroom when the devices are not in use to help protect their work and information;
- Report any damages that may occur to their teacher immediately;
- Use the internet in a safe and appropriate manner (as set out by the school's 'Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites; and
- Respect and look after all ipads, including their own, other students' and the school's ipads.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials;
- any action that violates the school's 'code of conduct' or public law;
- sending, accessing, uploading, downloading, or distributing offensive, violent, profane, threatening, pornographic, obscene, or sexually explicit materials;
- accessing and using internet/app-based games within class time that are not deemed educational by the teacher without prior permission;
- use of messaging services and social media within school time
- gaining access to another students' accounts, files and/or data;
- giving out personal information, for any reason, over the internet;
- participation in fraudulent or other illegal behaviour;
- vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other students or the school's range of technology;
- participating in any form of bullying including, and not limited to texting, emailing, posting and accessing other students devices; and
- not using bellaire primary school's web filter to access restricted internet sites at school.

STUDENT GUIDELINES

iPad Identification

Student iPads will be labelled in a manner specified by the school. iPads can be identified in the following ways:

- Clear labelling of the device and all accessories (Parent/Caregiver responsibility).
- Serial number recorded in JAMF

Storage of iPads

When students are not using their iPads, they should be stored in a classroom, in a secure storage location designated by their teacher. Students are encouraged to take their devices home at the end of each day, regardless of whether or not they are needed. iPads should not be stored in a vehicle as they can overheat or get stolen. iPads are not to be stored in school bags during the day, or taken out of the classroom during lunch or recess.

Transporting your device

When students are transporting their devices in and around the school (for example to a specialist subject), they should ensure that the iPad's casing is closed and that they are carrying it with two hands. Students should never run with these devices as this may lead to damage if the iPad is dropped.

iPads left in unsupervised areas

Under no circumstances should iPads be left in unsupervised areas (including, but not limited to, school grounds, open building spaces, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office. Violations of this section may result in loss of iPad privileges and/or other privileges.

Screen care

The iPad's screen may be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen or corners of the device.

Students need to ensure that they do not lean on, or place anything near the device that could place unwanted pressure on the iPad's screen.

Sound, Music, Pictures, Games or Programs

Sound must be always muted unless permission is obtained from the teacher. Students may use headphones when a teacher deems it suitable. Private music files, apps, and games are strictly not to be accessed at school. Inappropriate media may not be used as a screensaver or background photo. Apps, Videos and photos must be suitable for G audience. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

Saving to the iPad/Backups

Students may save work to the applications on the iPad. It is also advised that students use iCloud (internet storage), Google Classroom and Google Apps (internet Storage) to back up the information on their iPad. Students will hand in assignments as specified by the individual teacher. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Inspection

Students may be selected at random to provide their iPad for inspection. Inappropriate content will be removed in consultation with parents, students who refuse to remove inappropriate content will not have use of their iPad at school until it has been removed