

BARINGA SCHOOL DIGITAL TECHNOLOGY POLICY

(INTERNET, SOCIAL MEDIA, AND DIGITAL DEVICES)

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
- (e) 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 Baringa 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:

- Baringa 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 Baringa.

At Baringa we appreciate the critical importance that digital technologies play in all aspects of our students lives, and the potential it has to develop their abilities to live independently and achieve fundamental life goals. We believe that through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Our aim is for our students to learn how to engage in safe and appropriate use of all digital technologies; to be conscious of cyber safety and appropriate websites and to understand their legal obligations while using digital technologies. Our vision is for students to develop a level of understanding and familiarity with a range of digital technologies & programs that they can use to support themselves in their post-schooling lives.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Baringa, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others.

At Baringa, we:

1. 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.
2. Use digital technologies that support student learning in the classroom with a specific purpose and targeted educational aims.
3. Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students.

4. Supervise and support students to use digital technologies for their learning and have programs in place to educate our students to be safe, responsible, and discerning users of digital technologies.
5. Actively educate and remind students of Baringa School values and expected student behaviour, including online behaviours which are outlined in the Acceptable Use Agreement.
6. 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.
7. 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, focusing on digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online.
8. Provide a filtered internet service at school to block access to inappropriate content and refer suspected illegal online acts to the relevant law enforcement authority for investigation.

Distribution of school owned devices to students at Baringa School will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

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 Baringa School Values.

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, damage to digital devices and associated technology), Baringa School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches

We understand that our students may find it challenging to adhere to the behavioural expectations, in these circumstances we will:

- Work with these students to better understand the impact of their behaviours.
- Manage and limit their access to devices and internet access.

REVIEW CYCLE

Policy is to be presented to School Council.