



# BFPS DIGITAL TECHNOLOGIES POLICY

DUE FOR REVIEW

August 2022

## 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 1-to-1 personal device program or insert other appropriate programs as relevant to your 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

## SCOPE

This policy applies to all students at Banyan Fields Primary School and includes the use of the internet, social media and digital devices. Staff use of technology is governed by the Department's Acceptable Use Policy.

## DEFINITIONS

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.

## POLICY

### Vision for digital technology at our school

Banyan Fields Primary School understands that safe and appropriate use of 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.

Banyan Fields 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: Digital learning at Banyan Fields will be engaging for students and teachers across all learning areas and domains. Our students will become innovative and confident users of digital technologies, using technology to communicate, collaborate, curate and create, while fostering higher order thinking skills and real life problem solving.

## Devices at Banyan Fields Primary School

At Banyan Fields Primary School we use a range of digital devices to deliver the Victorian Curriculum. These include laptops, chromebooks, iPads and desktop computers. These devices are provided to students to use during class time as determined by the classroom teacher.

If students bring their own devices to school these must be handed into the office at the beginning of the day and collected at the end of the day. Please note that our school does not have insurance to cover students' devices and they are brought to school at student's/carer's own risk.

## Safe and appropriate use of digital technologies

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

- provide a school based internet service that is filtered and monitored to ensure safe usage
- provide access to the Department of Education and Early Childhood Development's (DEECD) online services
- enforce the Department of Education and Early Childhood Development (DEECD) Cyber Safety program
- 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
- Provide supervision and direction in online activities and when using digital technologies for learning
- 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, including [insert details of specific programs]
- 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 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 the classroom teacher with further follow up provided by the Digital Technologies leader if required.

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 Banyan Fields Primary School *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), Banyan Fields 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 and Engagement* and *Bullying Prevention* policies.

### REVIEW CYCLE

- This policy was last updated in August 2020 and is scheduled for review in August 2022.

## APPENDIX A: ACCEPTABLE USE AGREEMENT



### Parent and Student Acceptable ICT User Agreement

This agreement is for the acceptable ICT use agreement, which provides guidelines and information on using ICT at Banyan Fields Primary School.

Banyan Fields Primary School believes in quality education and gaining the greatest benefit from opportunities provided through an online learning environment. As 21<sup>st</sup> century learners, students are spending increasing amounts of time online, learning and collaborating and we understand the importance of being safe online. Safe and responsible behaviour is explicitly taught at Banyan Fields Primary School and we request that parents/carers reinforce this behaviour at home.

#### **School support for the Safe and Responsible Use of ICT Technologies**

Banyan Fields Primary School uses the internet, student and parent online services and digital technologies as teaching and learning tools. We see these as a valuable resource, but acknowledge they must be used responsibly.

At Banyan Fields Primary School we;

- Provide a school based internet service that is filtered and monitored to ensure safe usage
- Provide access to the Department of Education and Early Childhood Development's (DEECD) online services
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Enforce the Department of Education and Early Childhood Development (DEECD) Cyber Safety program. To assist parents please see: <https://esafety.gov.au/esafety-information>
- Use devices for learning purposes at schools
- Work with students to outline and reinforce the expected behaviours when using Online Applications provided by the school

#### **Parent and Student ICT and Online Services Agreement**

##### **When I use digital technologies:**

*I communicate appropriately by thinking and checking that what I write or post is polite and respectful.*

This means I will:

- Respect others and communicate with them in a supportive manner, and never write or participate in online bullying;
- Not copy, delete and alter other people's work and call it my own
- Tell a teacher and turn off the monitor/screen if I come across any information that makes me feel bad, upset or uncomfortable.

*I protect personal information. I am aware that my full name, photo, birthday, address and phone number is personal information and this information should not be shared online.*

This means I will:

- Protect my password and won't share it with others;
- Join a space online only with my parents' or teacher's guidance and permission;
- Only answer questions online that ask for any personal information with the permission of my parents' or teachers;

*I look after myself and others by thinking about what I do and share online*

This means I will:

- Search for and use spaces and sites that are safe and appropriate (not any that are rude or violent);
- Speak to a trusted adult if someone is unkind to me;
- Speak to a trusted adult if I know someone else is upset or scared;
- Either turn off the screen or use the back button if I see something that makes me feel upset or that I don't like, and tell a trusted adult;
- Protect and not share my friends' personal information such as their full names, birthdays, school names, addresses and phone numbers.

*I look after the equipment I use.*

### **Use of Online Content for Assessment and Data**

Throughout the year staff and students will utilise online applications to support the collection and analysis of student data. These applications allow teachers to track student progress, in order to provide more targeted learning in the classroom, as well as providing accurate reporting of student learning to parents and carers. Staff are aware of the importance of maintaining the security of this information and employ appropriate measures to ensure data is kept secure.

Application	Purpose	Who can access and use this information?	Privacy Information
Sentral	Sentral provides a single comprehensive interface for the management, tracking and reporting of data for school administration, online learning and student management	School staff Individual parents can access their own child's information	<a href="https://www.sentral.com.au/privacy-policy/">https://www.sentral.com.au/privacy-policy/</a>
ACER	Online assessment system which provides teachers information about student achievement	School staff	<a href="https://www.acer.org/privacy">https://www.acer.org/privacy</a> Students use non-identifiable logins to access this application

### **Student use of Online Content for learning**

From time to time staff will look at utilising online learning applications and utilise to:

- Improve learning outcomes
- Increase collaboration among both students and staff
- Improve the work flow process of class

Students will be monitored when using online applications. Staff will be trained to ensure they understand privacy policies and how data will be handled by the online service provider. They will also ensure that parents and students are aware

of tools they will be using online and to ensure that consent is received before allowing that student to access the resources they wish to use.

These online services provide a variety of ways for students to collaborate via different mediums. This services might be used in classes by our teachers to support the curriculum being taught within the class. Students will tend to be completing curriculum set tasks on these applications, as set out by their teachers.

Application	Purpose	Who can access and use this information?	Privacy Information
SeeSaw	Student driven digital portfolios	School staff Individual parents can access their own child's information Students can access their own accounts	<a href="https://web.seesaw.me/privacy-policy/">https://web.seesaw.me/privacy-policy/</a>  Students use non-identifiable logins to access this application
Google Drive	<b>Google Drive</b> allows users to access file across devices and allows for collaborative editing of documents.	School staff Students	<a href="https://www.google.com/intl/en/policies/terms/">https://www.google.com/intl/en/policies/terms/</a>  Students use non-identifiable logins to access this application
Britannica Online	Students can read non-fiction text and research reliable information targeted to primary students at different levels.	School staff Students	<a href="https://corporate.britannica.com/privacy-policy/">https://corporate.britannica.com/privacy-policy/</a>  Students use non-identifiable logins to access this application
Mathletics	A <b>purpose</b> -built interface provides older learners with the study tools and maths curriculum resources to take greater control of their own learning.	School staff Students	<a href="http://www.3plearning.com/privacy/">www.3plearning.com/privacy/</a>  Students use non-identifiable logins to access this application
Bug Club	<i>Provides</i> digital texts to support teaching instruction, whole class, small group and individual reading.	School staff Students	<a href="http://www.pearson.com.au/privacy-policy/">http://www.pearson.com.au/privacy-policy/</a>  Students use non-identifiable logins to access this application
Read Theory	Provides online reading activities for all levels with tracking of reading ability over time to support student and teacher feedback on growth.	School staff Students	<a href="https://readtheory.org/welcome/privacyPolicy">https://readtheory.org/welcome/privacyPolicy</a>  Students use non-identifiable logins to access this application
Study ladder	Provides opportunities to consolidate learning across a range of literacy and numeracy areas.	School Staff Students	<a href="https://www.studyladder.com.au/about/privacy">https://www.studyladder.com.au/about/privacy</a>  Students use non-identifiable logins to access this application
Sphero	A program that focuses on coding and programing.	School Staff Students	<a href="https://www.sphero.com/privacy">https://www.sphero.com/privacy</a>

			Students use non-identifiable logins to access this application
Prodigy	A game-based learning platform that motivates math learning.	School Staff Students	<a href="https://www.prodigygame.com/Privacy-Policy/">https://www.prodigygame.com/Privacy-Policy/</a>  Students use non-identifiable logins to access this application
Prezi	Allows users to design and develop presentations	School Staff Students	<a href="https://prezi.com/privacy-policy/">https://prezi.com/privacy-policy/</a>  Students use non-identifiable logins to access this application
Scratch	Allows users to program their own interactive stories, games, and animations	School Staff Students	<a href="https://scratch.mit.edu/privacy_policy">https://scratch.mit.edu/privacy_policy</a> Students use non-identifiable logins to access this application
Padlet	Is an inclusive platform that allows users to answer questions and interact with each using their devices	School Staff Students	<a href="https://padlet.com/about/privacy">https://padlet.com/about/privacy</a>  Students use non-identifiable logins to access this application

**By signing this agreement, you are agreeing to the guidelines stated and accepting the use of Online Content for learning as specified.**

**Parent Consent form MUST BE COMPLETED ANNUALLY**

**Please tick**

Yes	No	
		I have discussed the Acceptable ICT User Agreement with my child

**I give consent to:**

Yes	No	
		My child using the internet for educational purposes at school, this includes using an online learning system.
		My child's photograph to be published on school media, e.g. newsletter (online), social media and webpage *Please note that we use first names only

**Parent/Guardian's name:** ..... **Signature:** ..... **Date:** .....

**Student Name:** ..... **Signature:** ..... **Grade:** .....