

Digital Technologies Policy

Purpose: To outline the basis on which students engage with the internet, on-line material and activities and to comply with Ministerial Order 1359

Scope: Staff, volunteers, students and their families

Implemented by: Principal

Approved by: KVS Board

Reviewed: Every three years, as legislative changes arise or improvements are identified through internal review.

Communicated via: School website, Student Parliament, whole school agreements, Enrolment Agreement, Parent Handbook, Policies and Procedures Manual

Digital Technologies Definition

Digital technologies are electronic tools, systems, devices and resources that generate, store or process data. Well known examples include social media, online games, multimedia, productivity applications, cloud based platforms and mobile phones. Digital learning is any type of learning that uses technology. It can happen across all curriculum learning areas.

Overview

Koonwarra Village School values the use of digital technologies. They offer powerful tools that can transform learning and allow students to develop and demonstrate their understanding of concepts and content in all learning areas. We believe it is important that students are provided with regular and ongoing opportunities to develop their skills and understanding of the online world so that they can be confident, creative, thoughtful, empowered users of this space.

In doing so, the school has a duty of care to provide a safe environment for students, this extends to online environments.

Students in Levels 2-6 are provided opportunities to independently access digital technologies and as such will be required to sign a Digi-Tech Code of Practice. Students in Level 1 and Foundation will only access digital technologies under direct supervision, and as such are not required to sign a Digi-Tech Code of Practice.

Implementation Guidelines

The School will:

- Facilitate access for all children and staff at our school to the programs, applications and services that are necessary, including access to the internet.
- Provide regular lessons which outline strategies to enable students to keep themselves safe online by identifying risks and understanding how to seek support, understand online etiquette and what to do if they experience cyberbullying, grooming or other unwanted contact online.
- Ensure that the privacy of students, parents, staff and other users is recognized and respected at all times.
- Ensure that email address and user names created do not disclose a staff member or students full name (first name and surname).
- Via the Enrolment Agreement, seek permission (or otherwise) for students to be photographed whilst enrolled at school for educational reporting, administrative and promotional purposes which may include online use. When it is necessary to identify students, only their first name will be used.
- Ensure the Principal works with staff and technical support technicians to make sure all devices are running to a good standard with security and web filters at settings which are appropriate for the users' age levels.
- Take every reasonable effort to ensure that information published on the Internet by students (or by the school featuring students) is done in a way that does not compromise the safety of students.
- Regularly review online activity and look for unusual patterns of usage, inappropriate content or other activity that is considered unnecessary or of risk.
- Ensure the Principal approves all systems, platforms, devices and programs to ensure they are safe and fit for purpose.

Staff will:

- Support children to develop the skills necessary to filter, critically analyse, interpret and evaluate online content, in an ongoing and age appropriate way.
- Support students to develop and use known strategies for safe online activity.
- Identify and mitigate risks in the online and digital environments that students are accessing without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- Understand that it is their responsibility to evaluate material, platforms, content and programs used in learning programs, prior to their use, to ensure they do not expose students to inappropriate or unlawful content.
- Evaluating materials and programs, taking into account the age and developmental stage of students, ensure they are appropriate, inclusive and respectful and meet the educational needs of the student group.

- Seek parent/guardian permission prior to creating online accounts for students, if the program or application falls outside of standard educational platforms that a parent would reasonably expect their child to have access to.
- The school will make parents/guardians aware of any individual online accounts that are created for students so they can support the safety of their children.
- Ensure the use of digital technologies supports student learning, and is safe, balanced and appropriate
- Supervise student's access to online social environments to ensure they are used in a safe and responsible manner.

Students will:

- Be aware of their responsibility for notifying their Mentor of any inappropriate material discovered so that access can be blocked and filters updated.
- Be required to sign a Digital Technologies Code of Practice (if they are in Levels 2-6) annually which will be kept in the student's file.

KVS does not condone the use of violence for the purposes of entertainment in online material, games or social environments.

Inappropriate or Unlawful Content

During school hours and activities, and whilst using the school network, Students, Staff, Parents and Volunteers are strictly prohibited from using, storing or interacting with inappropriate or unlawful content. Such material, whether real or simulated, may include, but is not limited to;

- Content that infringes on another person's rights
- Content of a sexually explicit nature
- Content that promotes or instructs crime or violence

Concerns relating to the use of inappropriate or unlawful content should be raised immediately with a Mentor or the School Principal.

Related Policies & Resources

- Digital Technologies Code of Practice – Levels 2-6
- Guiding Principles
- Behaviour Management Pathway
- Behaviour Management Policy
- Bullying and Harassment Policy

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Effective from: September 2022

Review due: September 2025

- Privacy Policy
- Enrolment Agreement