DIGITAL TECHNOLOGIES POLICY
(internet, social media and digital devices)

Help for non-English speakers

If you need help to understand the information in this policy, please contact the main office of Nelson Park school (03) 52783620.

1. PURPOSE:

The purpose of this policy is 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 iPad program.
b. Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, and personal devices).
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. To clarify the responsibilities of students' personal electronic devices.
e. Our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
f. To provide information for parents and students to encourage positive use of information technologies within and outside of school.

2. SCOPE:

a. This policy applies to all students at Nelson Park School.
b. This policy applies to both the Libau and Illinois Campus and any differences between campuses is specified.
c. Staff use of technology is governed by the Department's Acceptable Use Policy and Nelson Park School local policies, Staff Mobile Phone and Staff Social Media policies.

3. DEFINITIONS:

a. 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.
b. "Personal electronic devices" include, handheld gaming consoles, iPods, iPads, notebooks/tablets, mobile phones, smart watches and any other device that is brought from home.
c. Cyber-bullying consists of covert, psychological bullying, conveyed through the electronic mediums such as mobile phones or any devices that are able to comminate through social media platforms. It is verbal (over the telephone or mobile phone), or written (flaming, threats, racial, sexual, or homophobic harassment) using the various mediums available.
*Please refer to the School's Cyber Bullying Policy for further information.

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4. POLICY:

Vision for digital technology at our school

a. The use of digital technologies is a mandated component of the Victorian Curriculum F-10.
b. Nelson Park School understands and supports the implementation of digital technologies including the internet, apps, computers, and tablets provide students with the rich opportunities to support learning and development in a range of ways.
c. 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.
d. Nelson Park 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 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.
e. Nelson Park School has implemented 1-to-1 learning model in selected iPad classrooms where students are assigned an iPad for the year that remain at school. Access to the iPads and our network at Nelson Park School is provided to enrich the process of learning. Students are expected to act responsibly and show respect to others when using iPads. Using our network/computers/iPads is a privilege not a right. Students' actions on our network may be tracked.
f. Access to the school network and the distribution of new devices will be completed once the policy agreement has been signed by the student and their parent/guardian. Violation of these terms may result in cancellation of computer network privileges, school disciplinary action and/or appropriate legal action.
g. Nelson Park School understands that students may bring personal electronic devices to school to be used on buses, at engaged play times and when specifically authorised by classroom teacher or staff member. Please note that our school does not have insurance to cover accidental damage to students' personal electronic devices. The school does not accept responsibility for lost or damaged to students' personal electronic devices that are brought to school. The Department of Education and Training does not accept any responsibility for any loss or damage to personal goods brought to school.
h. Mobile phones are a social tool and valued as part of our modern lifestyle. Nelson Park School understands that parents provide their children with mobile phones to protect them from everyday risks involving personal security and safety. The school understands there are times when possession of a mobile phone can provide a sense of safety and security. The school has efficient processes to ensure communication between home and school when necessary.
i. The Nelson Park Cyberbullying policy runs hand in hand with the Student Wellbeing Policy and Responsible Internet Usage Policy. It seeks to make explicit acceptable and unacceptable.
j. Types of online behaviour, expectations of students online and the consequences for engaging in bullying behaviour online. These policies may extend beyond school based online

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behaviour to behaviour that occurs outside of school hours or the school grounds, but which involves or has an impact on students from the school.

Safe and appropriate use of digital technologies

k. Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Nelson Park 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.

l. When I use technology, both home and at school, I have responsibilities and rules to follow, I agree to:
   - Be a safe user whenever and wherever I use that technology.
   - Behave in a way consistent with the Nelson Park School values when online or using mobile technology.
   - Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them.
   - Never write or participate in online bullying. This includes posting inappropriate messages about other students or staff, forwarding inappropriate messages, and supporting others in harmful, inappropriate, or hurtful online behavior.
   - Not have accounts on social media sites where I do not meet the requirements of their conditions of use (e.g., minimum age requirements).
   - Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.
   - Support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.
   - It is the responsibility of students and parents/carers to read the Mobile Phone Policy and sign the policy agreement accepting responsibilities.
   - Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate, or hurtful to me or anyone else.
   - Only use personal electronic devices when directed by my teacher for learning purpose.
   - Not bring or download unauthorized programs, files, or games.
   - Not go looking for rude or offensive sites or delete web browsing histories.

m. Access to the school network and the distribution of new devices will be completed once the policy agreement has been signed by the student and their parent/guardian. Violation of these terms may result in cancellation of computer network privileges, school disciplinary action and/or appropriate legal action.

n. 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 classroom teacher or leadership member immediately.

o. 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.

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Student behavioural expectations

p. When using digital technologies, students are expected to behave in a way that is consistent with Nelson Park School Statement and Values and Bullying and Harassment policy.

q. 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), Nelson Park School will institute a staged response, consistent with our policies and the Department's Guidelines.

r. 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:
   - Student refusal to comply with policy will result in contact with the family to discuss the agreement and a period of loss of privilege of bringing the phone or device to school.
   - Removal of network access privileges.
   - Removal of email privileges.
   - Removal of internet access privileges.

Other consequences as outlined in the school's *Student Wellbeing and Engagement*, *Bullying and harassment, cyber bullying* policies.

5. COMMUNICATION:

a. This policy will be communicated to our school community via;
   - School's website and seesaw platform.
   - Included in staff induction and child safety training processes.
   - Discussed at staff briefings/meetings as required.
   - Included in our staff handbook/manual.
   - Discussed at parent information nights/sessions.
   - Included in student diaries so that it is easily accessible to parents, carers, and students.
   - Included in transition and enrolment packs.
   - Included as annual reference in school newsletter.
   - Discussed at student forums/through communication tools.
   - Made available in hard copy from school administration upon request.

6. REVIEW CYCLE:

This policy will be reviewed as part of the school's two-year review cycle

Policy last reviewed	5th August 2024
Consultation	School council
Approved by	Principal
Next scheduled review date	August 2026