

## 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

All of the above is in accordance with the school's ['Acceptable Use Agreement'](#).

## SCOPE

This policy applies to all students at Laurimar Primary School.

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**

Laurimar Primary School understands that 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.

Laurimar 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.



# Digital Technologies



## iPads at Laurimar Primary School

Classes at Laurimar Primary School from Years 3 - 6 are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have at least 10 GB of free storage
- operate on the latest iPad Operating System (iOS or iPadOS)
- have all required applications installed on device as specified at the commencement of each year.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school's ICT coordinator.

## Safe and appropriate use of digital technologies

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

- 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
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students that arise as a result of improper use of a device at school (as outlined in LPS's Acceptable User Agreement)
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including (Cyber Safety embedded in the curriculum - Planners)
- 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](#)<sup>1</sup> and at the discretion of the School's Leadership team.

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, i.e. classroom teacher, the administration] as appropriate, 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 devices, 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.

## **Mobile Phones at Laurimar Primary School**

- Students are not to bring personal mobile phones to school unless permission from the Principal has been successfully sought by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.
- Electronic devices (ipods, hand held games, etc.) are not to be brought to school.
- Students must not lend a mobile phone to another student for use as a phone, for text messaging or use as a camera or video recording device.
- The school does not accept responsibility for lost or damaged student mobile phones and electronic devices.
- Students' mobile phones must not be brought to classes, meetings, assemblies or similar organised activities. They must be left in school bags.
- Mobile Phones are only to be used prior to the student entering the school grounds or after they have left the school grounds. The Principal may revoke a student's permission to bringing a mobile phone to school.
- Students who break rules will be managed in accordance with the school's student Code of Conduct.
- Mobile phones owned by students are brought to school at their own risk.
- A Mobile Phone Permission form must be returned to the school, this will clearly state the reason for use.
- Parents who wish to contact students will be able to do so via the school office during school hours. Parents who wish to contact students in Out of School Hours Care will be able to do so via the OSHC contact number.



# Digital Technologies



## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Laurimar Primary School's [Code of Conduct](#).

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), Laurimar 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
- suspension of student device use
- other consequences as outlined in the school's [Acceptable Use Agreement](#).

## REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in October 2023.