



Digital Technologies Policy

Rationale:

The purpose of this Digital Technologies policy is to outline the reason for Digital Technologies at Golden Grove Lutheran Primary School (GGLPS), the intentions for its use and how digital technologies is implemented within the school's teaching and learning programme. Digital Technologies is one component of the school's STEM programme.

The teaching of digital technologies is essential in a future focused teaching environment. This technology promotes an opportunity to access resource sharing and provides students with alternative ways to express their understandings. Digital technology learning experiences are to be developed in a transdisciplinary manner. This will assist in the development of skills for all learners as they live in a technological society.

Digital technologies are a tool in the learning process that supports and enhances the curriculum. Students use digital technologies as a creative tool to investigate, design, manipulate, programme, control, develop, create, publish, present, evaluate and reflect on their learning to a variety of audiences, both face-to-face and online.

Technology evolves the way we think, gives us tools to innovate and allows us to connect and communicate our learning. Learning engagements which use technology, move from a purpose of substitution to integrating technology in facilitating and expanding authentic and purposeful learning opportunities. This is achieved through 'learning technology, learning about technology and learning through technology'.

Learning technology allows students to learn to work with technological tools with different functionalities. This empowers them to engage with opportunities and challenges, finding creative solutions with a variety of tools.

Learning about technology encourages students to think through the evolution of technology and how it functions and changes. It encourages students to prepare themselves to solve tomorrow's problems. The concept of technology is broad and is not necessarily digital.

Learning through technology 'offers boundless opportunities to seamlessly integrate subjects, extend inquiries beyond the confines of the school, and communicate and share newly constructed knowledge and understandings in innovative ways.'

(Principles to Practice 2018, 'The Learning Community')



Students have the right to learn in a safe environment, including access to digital technologies to enhance their learning. GGLPS is committed to the responsible and educational use of digital technologies and to the protection of students by providing secure access to these services.

It is the school's policy that:

- the use of digital technologies be managed through a 'whole community' approach involving students, staff and parents/carers;
- digital technologies education strategies be implemented on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use;
- staff establish positive role models in the use of digital technologies;
- the Digital Technologies policy is reviewed on a regular basis.

Digital Technologies Definition

Digital technologies includes any electronic device or application used to communicate, create, distribute, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops;
- Mobile devices such as iPads;
- Applications such as email, internet and downloaded apps;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording and playing devices.

Digital technologies can create undesirable situations in the event they are used inappropriately and/or illegally.

Procedure

Responsible and ethical usage strategies

GGLPS recognises that the implementation of whole school prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of digital technologies within the school community.

The following initiatives form part of the overall Digital Technologies strategy:

- The implementation of the Australian Curriculum, that provides age appropriate information and skills relating to Digital Technologies use, over the course of the academic year;
- Education, training and professional development of staff in Digital Technologies;
- The regular provision of information to parents/carers to raise awareness of appropriate use of Digital Technologies;



- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- All student login details and passwords are to be kept confidential to prevent others accessing their accounts;
- Access to Golden Grove Lutheran Primary School networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection;
- Approval must be sought before connecting privately owned Digital Technologies equipment and devices to GGLPS networks to avoid the risk of malware;
- Students are required to sign and abide by **Golden Grove Lutheran Primary School's Information and Communication Technology User Agreement** which specify details of inappropriate usage. No student may use GGLPS owned digital technologies equipment or have server access unless the agreement has been signed and returned to the school. All signed agreements will be kept on file at the school.

Inappropriate usage by students includes:

- Participation in non-educational activities such as the purchase or playing of games;
- Illegal activities such as cyber bullying, downloading pirated media or any other criminal activity;
- Tampering with or damaging computer hardware or software; and
- Making, installing or downloading copies of software that is not licensed by the school;
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of digital technologies and suspected technical security breaches. These must be immediately reported for investigation;
- Social media sites, including and not limited to the following list are not permitted for use at school without specific teacher permission. Social networking sites, photo and video sharing websites, email and instant messaging.
- Students will undertake formal training about cyber safety on an annual basis. The school holds a zero tolerance policy regarding cyber bullying as all students have the right to feel safe at school and at home. Incidences of cyber bullying or inappropriate behaviour will be reported to school leadership or law enforcement.
- Appropriate copyright clearance is sought and the source of any information used or published is acknowledged, to avoid plagiarism;
- GGLPS reserves the right to monitor, traffic and review all content on student iPads and private network logins to ensure usage is within the guidelines.
- Breaching the Digital Technologies guidelines will result in the removal of the device or access to the school network for a period of time deemed appropriate by school leadership. It may also result in disciplinary action;
- Digital Technologies misuse will be recorded on Edumate;
- Posters promoting appropriate Digital Technologies use are displayed strategically within the school.



Staff responsibility

All staff are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are provided with Digital Technologies Agreements, that they understand them and that they understand they will face disciplinary action in the event they misuse digital technologies equipment and devices;
- Ensure that students who do not return their Digital Technologies Agreements do not use digital technologies equipment and devices;
- Be vigilant in monitoring students when using digital technologies equipment and devices;
- Reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others;
- Assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of digital technologies;
- Deal with all reported and observed incidents of inappropriate digital technologies use in accordance with this policy; and
- Ensure that any incident of inappropriate digital technologies use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy and procedure are implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Student Digital Technologies Agreements;
- Signage promoting appropriate Digital Technologies usage;
- Effective student supervision;
- Effective supervision and monitoring of GGLPS networks;
- Regular inspection of digital technologies equipment;
- Effective incident reporting procedures;
- Effective management of incidents of inappropriate digital technologies usage when reported and/or observed;
- Regular risk assessments with respect to inappropriate digital technologies usage;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.



Review

The policy will be reviewed and amended from time to time to ensure good communication and consultative decision-making processes are maintained.

Related Documents

Golden Grove Lutheran Primary School's Information and Communication Technology User Agreement.

Policy Details and Version History

Version: 1	Approved: School Board, March, 2024	Development / Review Team School Leadership Team
Administered by: Principal	Reviewed:	
	Next Review: March, 2027	

Version History			
Version	Dated	Officer	Amendment details
V.1	January 2021	Principal	Original Policy reflecting existing internal drafts





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