



**COBURG WEST
PRIMARY SCHOOL
Digital Technologies Policy**

Approved: July 2019

Review: 2021

PURPOSE

Coburg West Primary uses the Internet as a teaching and learning tool. We see the internet as a valuable resource. We do however, acknowledge it must be used responsibly. As a school with eSmart accreditation, we encourage the use of digital technologies to facilitate learning, and aim to develop our students' ability to use these tools safely, responsibly and with integrity.

Each student has been asked to agree to use digital technology responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups worldwide, so as to increase skills, knowledge and abilities.

OBJECTIVE

- To improve student learning outcomes by increasing access to worldwide information resources.
- To develop student skills in the safe and appropriate use of the Internet. To comply with eSmart guidelines and to ensure safe and responsible use of all digital technology.

SCOPE

This policy applies to all staff, including casual relief staff, students, contractors and volunteers.

POLICY

At Coburg West Primary School we:

- Provide all students and staff with censorship filtered Internet. All staff have their own password protected Internet accounts and log ins. Students have their own user credentials and passwords. Access and responsible use of technology is agreed upon via a written contract between teachers, parents and students.
- Provide supervision and direction during Internet use.
- Incorporate the use of digital technologies across all curriculum areas.
- Support copyright agreements and require students to acknowledge the source when using information obtained online.
- Reinforce the importance of safe and respectful use of the Internet in all curriculum areas.
- Appoint an eLearning Coordinator who will liaise with staff, DET Technician and school based technician to manage all email access, maintain the school's website, web filters, and all other issues related to internet access by students.
- Work to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Provide password protected email accounts to all staff. Users will be responsible for clearing their mailboxes regularly.
- Provide guidelines on access rights for different user levels.

- Expect all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- Expect all staff to be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Enforce consequences of publishing, accessing or failing to notify the coordinator of inappropriate material including the removal of access rights as stated in our Digital Technologies Acceptable Use Contract.
- Require signed parent and student consent to be completed in order to gain access to the Internet, Office 365, or to publish work, photos or videos on the Internet.
- Recognise and respect the privacy of students, staff, parents and other community members at all times.
- Keep records and complete department privacy audit documentation of all online subscriptions and service providers across the school.
- Require students and parents to agree to and sign a Digital Technologies Acceptable Use Contract, demonstrating an understanding of this contract and the consequences of noncompliance.
- Track infringements of the Digital Technologies Acceptable Use Contract and collect data in order to identify problem areas and implement effective solutions.
- Apply Coburg West Primary School's School Wide Positive Behaviours Practices when responding to breaches of the Digital Technologies Acceptable Use Contract to allow for the consistent management of these infringements.

FURTHER INFORMATION AND RESOURCES

Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>

eSmart® Smart. Schools Framework - www.esmartschools.org.au

The Alannah and Madeline Foundation

Coburg West Primary School's Digital Technologies Acceptable Use Contract (Grades3-6)

Coburg West Primary School's Privacy Policy

Coburg West Primary School Student Engagement and Inclusion Policy

REVIEW CYCLE AND EVALUATION

This policy was last updated in July 2019 and is scheduled for review in 2021