

## DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

### SCOPE

This policy applies to all students at Bayside Special Developmental 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**

Bayside SDS 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.

Bayside SDS 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.

#### **iPads at Bayside SDS**

Students that bring their own iPad to school must:

- be brought to school in a protective case
- be labelled with the student name and parent contact number
- be fully charged each day



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.

Each class group at Bayside SDS has a minimum of one iPad for student use to support communication.

## **Personalising Proloquo2go**

Written permission by parents/ guardians will be required prior to the school template and school related vocabulary being placed on to a student's iPad.

Parents/ guardians are responsible for backing up their child's Proloquo2go. If problems occur ie. app deleted, by parents/ guardians are responsible for reloading their child's personalised template.

## **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Bayside Special Developmental 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 Bayside SDS, 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
- 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
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

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.



## **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Bayside SDS's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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), Bayside SDS 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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Student Bullying Prevention* policies.

## **REVIEW CYCLE**

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

