



# *eLearning and Digital Technologies Policy*

## **DEFINITION**

eLearning refers to the safe and appropriate use of all Digital Technologies through the development of programs, policies and protocols by all users throughout a school. The term 'Digital Technologies' is used to describe the use of digital resources to effectively find, analyse, create, communicate, and use information in a digital context. This encompasses the use of web tools, digital media tools, programming tools and software applications.

## **RATIONALE**

Surrey Hills Primary School has an obligation to provide a safe, secure and caring learning environment which includes digital learning and communication using Digital Technologies. The internet provides exciting opportunities for student engagement and learning. However, students must also be cyber ready and cyber safe, to prevent exposure to cyberbullying or unacceptable behaviour that occurs in the online world, or when using technology. SHPS does not tolerate any form of bullying towards students and staff. Cybersafety is an area that requires a high level of community cooperation. The internet and Digital Technologies are now very much a part of life and learning.

## **PURPOSE**

The aim of the policy is to:

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the *SHPS Digital Technologies Code of Conduct – Student Agreement* and the *SHPS Digital Technologies Code of Conduct – Parent/Guardian Agreement* and the Student Engagement and Wellbeing Policy which includes actions and consequences for inappropriate behaviour.
- Educate students to be smart, safe, responsible and ethical users of Digital Technologies.
- Recognise that explicitly teaching students about safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

## **POLICY GUIDELINES**

- Digital technologies are present in all aspects of contemporary life. Students are provided the opportunity to become confident and creative developers of digital solutions using a variety of these technologies so they develop into empowered responsible users of Digital Technologies.
- The Australian Government Department of Health recommends that children aged between 5-12 limit screen time to two hours per day, with regular breaks to move around. This recommendation should be considered by teachers and parents when planning screen time with children.
- Digital technologies includes, but is not limited to, the use of computers, tablets, iPads, applications, beebots, Osmo, Arduino etc. and their learning programs, the internet, communication programs such as email and closed chat (within class) forums, and hardware such as IWBs and digital cameras.
- Edublogs may be used as a communication tool to share photos and student work, and facilitate student discussion contributions through posts. Parents will have viewer access only, meaning they can view but not edit the content of the blog, with the understanding that they do not share the content of the blog, in the same way that school newsletters are not shared.
- Digital Technologies are an essential part of the curriculum, and as such are planned for and integrated into all subject areas. The school is actively involved in promoting CyberSafe behaviours and practices in all students.
- Transmission of any material in violation of any school, Department of Education and Early Childhood (DEECD), Federal or State regulation is prohibited. This includes, but is not limited to, copyright material; and threatening, obscene, inappropriate and discriminatory material such as pornography or sexting (sending of explicit photos or videos electronically regardless of who took the photo). ‘Sexting’, may be considered child pornography and if so this would result in a criminal offence under Commonwealth Law.

This policy is supported by the following documents:

- Digital Technologies Code of Conduct – Student and Parent/Guardian Agreements
- Use of Student Images Policy
- Illegal, Offensive and Dangerous Materials and Themes

## **POLICY IMPLEMENTATION**

- Digital Technologies are an integral and essential component of the curriculum and are used across all curriculum areas to facilitate student learning. Therefore, all families are required to complete and return the *Digital Technologies Code of Conduct*, both *Student* and *Parent/Guardian Agreements*, at the beginning of each year to their class teacher. This ensures parents are included in supporting appropriate use of Digital Technologies. New families (F-6) will complete the Code of Conduct on enrolment.
- Staff ensure students understand and adhere to the Digital Technologies Code of Conduct, and maintain copies of it once returned. The original will be securely filed in the office.
- Students who have not returned the agreement within 2 weeks will be unable to use any form of digital technology until a signed agreement is returned.
- The *SHPS Digital Technologies Code of Conduct – Student Agreement* also applies during school excursions, camps, sporting events and extra-curricular activities.
- Access to the internet is through the DEECD internet provider, and includes filtered access. Students are only allowed to access digital media that are related to learning activities and use of Digital Technologies is supervised by teachers.
- All staff members need to model appropriate behaviour when using Digital Technologies.
- This policy will be made available to the school community via the school's website.
- The curriculum includes programs from F-6 to educate students to be smart, safe, responsible users of Digital Technologies.
- Digital images taken as part of recording learning experiences may only be used for educational purposes, and are restricted to circulation only within the school, newsletters or password protected Edublogs with restricted access.
- All users of Digital Technologies need to guard their privacy on the Internet and to be aware of their digital footprint. Students must inform their teacher of any inappropriate materials or content they encounter. This information will then be passed on to the technicians to investigate, and if necessary block access.
- Students will be reminded of the importance of protecting usernames and passwords, and will not share personal passwords or usernames their own or others (e.g. parents).
- Any inappropriate use of ICT at school or within the school community will result in a corresponding consequence in accordance to DEECD protocols, which may include reporting illegal activities to the authorities, and/or suspension of the use of ICT at the school.
- All incidences of cyberbullying are to be reported to teachers. This can include incidences that occur out of school. Teachers will then investigate in accordance with our anti-bullying policy.
- Parents are encouraged to model appropriate use of and monitor their child(ren)'s use of Digital Technologies (such as smart phones, tablets, ipads, computers and other new technologies as they are released) at home at all times, including when completing school related tasks.
- The school provides links regarding cybersafety on its website.

- The school will assist parents who experience difficulty controlling their child(ren)'s ICT practices. This may include referral to other professionals and/or agencies beyond the school setting.

## **EVALUATION**

- This policy will be reviewed in accordance with the School Council Policy Schedule or at the discretion of School Council.  
or
- This policy will be reviewed annually in line with new legislation, regulations and best practice.