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 including our Bring Your Own Device (BYOD) Program
(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

SCOPE

This policy applies to all students at Keelonith 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

Keelonith Primary School understands that safe and appropriate use of 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.

Keelonith 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 inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy adults.

Our school operates a Bring Your Own Device (BYOD) program in Prep-6, which means students must bring their own purchased device with them to school each day.

Students are required to have their own device that must:

- be brought to school each day in a protective case
- be fully charged prior to coming to school, battery must have min 4 hours of charge
- have a keyboard or keyboard attachment

iPad minimum requirements

- 8.9 inch screen
- Keyboard attachment
- 16GB Storage
- iOS 13 +

Apple MacBook minimum requirements

- Intel Core i3 processor
- 8GB Ram
- 128GB+ SSD Storage
- 11.6 inch screen
- Operating System: High Sierra 10.13, Catalina 10.15 or Big Sur 11.6

Windows & Chromebook Devices minimum requirements

- Intel Core i3 CPU
- 8GB RAM
- 128GB+ SSD Storage
- 11.6 inch screen
- Internal ethernet port
- Windows 10 or Latest Chrome OS

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

Keelonith Primary School has in place arrangements to support families who may have philosophical or financial reasons for their children not to have a personal device. Students will have access to devices for schoolwork during school time via our bank of Chromebooks and iPads.

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

Technology support provided by Keelonith Primary

The school has a DET supplied technician who works for 4 hours per week, their role is to manage our school technology and systems. Our technician will provide best effort support for connectivity and can provide advice to families if devices have issues that require attention. Families are responsible for maintaining their own devices.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Keelonith 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 Keelonith 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
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including the use of the e-safety commissioner resources via esafety.gov.au
- 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 and Wellbeing* 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.

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 their classroom teacher or the principal, 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 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 Keelonith Primary School'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), Keelonith 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

POLICY REVIEW AND APPROVAL

Policy last reviewed	20th Oct 2025
Approved by	Principal
Next scheduled review date	Before Oct 2029

APPENDIX A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Keelonith Primary School uses the DET recommended Acceptable Use Agreement (AUA). It is available on our website and at the office.

The AUA for Primary Schools includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance.

The AUA will be signed by students and parents at the meet and greet evening in Term 1 and then signed off by the principal. Any student who does not have a fully complete AUA cannot access the internet and use their device or a school device at school.