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Digital Technologies and ICT Policy 2024

The use of Digital technologies and ICT is a mandated component of the Australian Curriculum and must be substantially addressed by every school in their curriculum program. The use of Digital technologies and ICT are found in the Digital Technologies learning area as well as the ICT capability, which is woven across all learning areas.

Schools must ensure their use of Digital technologies and ICT supports and enables student learning, and is safe, balanced and appropriate. This often requires a high level of discernment on the part of the teacher, who must ensure that digital technologies enhance, rather than detract from a focused and productive teaching and learning environment.

Technology devices themselves will not make students better learners. Students need a curriculum that meets the demands of an increasingly globalised and connected world. Digital rich learning and teaching opportunities can increase student participation, engagement and achievement, and enable students to connect with experts and other learners in a timely way.

Aims

At Willunga Primary School, Digital Technologies and ICT teaching and learning:

- reflects the Australian Curriculum Digital Technologies curriculum area, the Capabilities and the Keeping Safe curriculum (addressing cybersafety)
- enables students to develop skills necessary to become independent, creative and confident users of ICT as both a learning and enjoyment tool
- supports teaching, learning and management across the school
- helps students to understand the positive and potentially negative impacts of device and ICT use

Devices and Network

Devices

- Students have access to ipads from Reception and Chromebooks from Year 2.
- All devices are enrolled under the mobile device management system (JAMF) to deploy configuration profile, assign apps and send remote commands

Network

SWiFT Network Technologies provides router and filtering solutions and connects our school to the SWiFT portal.
The SWiFT portal's user-friendly dashboard makes it easier to:

- view the school's internet connection status and bandwidth use
- manage content filters

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- improve the site's cyber security protection
- report on the content students access online.

Leadership Responsibilities
- Purchase resources in consultation with Principal and Business Manager
- Ensure there is an up to date Digital Technologies ICT policy

Teacher Responsibilities
- Devices are stored securely within classrooms, locked at the end of the day
- Headphones - teachers to purchase headphones for classroom use through their class budgets or request that students bring headphones to school

Student Responsibilities
- Devices will not to be used at play time or any time before or after school
- Devices will only be taken outside with teacher direction during school hours
- Devices will be handled with care

Teaching and Learning

Students have opportunities to develop ICT capabilities commensurate with their year level. ICT is used to achieve teaching and learning outcomes, ensuring that school based access is predominately for educational, not recreational, use. Use of time and resources accessed must have clear learning intentions.

Leadership Responsibilities
- Facilitate and promote the use of ICT across the curriculum, in collaboration with all teachers
- Provide and/or organise training to keep staff ICT skills and knowledge up to date
- Advise about and model effective teaching strategies to colleagues

Teacher Responsibilities
Use ICT to achieve teaching and learning outcomes ensuring that school based access is for educational not recreational use and resources such as apps and programs accessed have clear learning intentions. ***ICT is not to be used for free time including when a TRT is in the classroom.***
Example of Educational apps and programs used include:
R-1: Nessy, Coda pillar, Reading Doctor
Year 2-6: Makers Empire, Scratch, Minecraft Education, Google Classroom, Times table Rock stars, Typing Tournament

Student Responsibilities
- Use ICT in a respectful and responsible manner for educational purposes in accordance with the ICT user

agreement they sign annually with their parent

- It is not appropriate to listen to music on headphones in the classroom, unless this is part of the lesson learning intention.
- Images/videos taken of students are for learning tasks and school purposes only.

Screen Time

Guidelines for recommended screen time for students vary by age and educational recommendations. Here is a summary of appropriate screen time during the school day for different age groups, based on current best practices including viewing, educational apps and games, word processing, testing and research. (Students with additional needs may have reports from professional assessments which recommend access to ICT over and above these recommendations:

Lower Primary
- **Recommended Screen Time**: up to 1 hour per day
- **Breaks**: Frequent breaks are essential. Breaks should be at least 10-15 minutes after every 20-30 minutes of screen time.

Middle Primary
- **Recommended Screen Time**: up to 1.5 hours per day
- **Breaks**: Breaks should be at least 10-15 minutes after every 30-45 minutes of screen time.

Upper Primary
- **Recommended Screen Time**: UP to 2 hours per day
- **Breaks**: Breaks should be at least 10-15 minutes after every 45-60 minutes of screen time.

General Recommendations
- **Variety**: Incorporate a variety of activities that involve different types of interactions with screens.
- **Posture and Ergonomics**: Ensure students are using devices with good posture and ergonomic setups to prevent strain.
- **Supervision**: Younger students should be closely supervised while using devices, while older students should still have guidance on appropriate use.
- **Physical Activity**: Encourage physical activity and non-screen-based learning to balance screen time.
- **Health**: Monitor for signs of eye strain, fatigue, and other health issues related to prolonged screen use.

Cyber/e Safety

Cyber Safety resources are offered to staff, students and parents. The *eSafety Toolkit for Schools* is designed to support schools to create safer online environments.

- The resources are backed by evidence and support a nationally consistent approach to preventing and responding to online safety issues.
- The resources are categorised into four elements: Prepare, Engage, Educate and Respond. Whether the resources

from each element are used on their own or collectively, each contributes to creating safer online environments for school communities.

Teacher responsibilities
- Teach cyber safety in line with the 'Keeping Safe' curriculum

Resources can be found at Toolkit for Schools/eSafety Commissioner

Supervision when using digital technology in the classroom

Consistent with their duty of care to students, teachers are required to adequately supervise students when using digital technology in the classroom. Schools should have measures in place to ensure students are appropriately supervised when engaged in online learning. Access to the internet is filtered through systems provided by the Department for Education blocking the vast majority of file sharing and social networking sites, and other inappropriate material.

Leader Responsibilities
- Any inappropriate search activates an alert to the Site leaders through the SWiFT network and these are followed up if required within 24 hours.

Teacher Responsibilities
- Learn about the latest games, apps and social media including how to protect and report harmful content.
https://www.esafety.gov.au/key-issues/esafety-guide
- Moving around the room to regularly monitor screens
- Use pre-approved apps and websites ie. viewed and reviewed by another staff member and or the Leadership team. A risk assessment is conducted if required ie. non rated material ie You tube clips
- Actively reinforcing learning and behavioural expectations during the activity.
- Emerging technologies, including apps and websites, are v i e w e d a n d reviewed for educational benefit and risk assessments are carried out before use by the Leadership team if required

Reception-Year 2
Teachers use previously viewed and deemed appropriate clips/sites within the presentation of their lessons. Access is given to students by either specific web searches/URL addresses/links or QR codes.

Year 3-6
Teachers use previously viewed, reviewed and deemed appropriate clips/sites within the presentation of their lessons. Students search with teacher permission and under supervision and visibility of the teacher. Classes will discuss and learn about search techniques and copyright laws before doing so.
- Images/videos taken of students are for learning tasks and school purposes only when directed by a teacher
- Ensure that all sites and apps have been viewed and reviewed and if non rated ie You tube are assessed by another staff member which may include a member of the Leadership team with risk assessments conducted if

required.

Student Responsibilities
- Report any inappropriate material or use of ICT immediately to teacher / or site leadership team
- Year 3-6 Ensure that they only access devices using their own login and password

ICT User Agreement

Leadership Responsibilities
- Ensure the Digital Technologies and ICT Policy is available on the school website
- Student user agreements are distributed annually to families of Year 2-6 students for signing by parent and student

Teacher Responsibilities
- Ensure Year 2-6 students have signed an ICT user agreement annually and before accessing any devices or ICT

Student Responsibilities
- Year 2-6 students sign and follow the ICT user agreement. Students accessing ICT inappropriately will meet with a member of the Leadership team and a consequence will be determined which can include no or limited access to ICT for a period of time.

Parent Responsibilities
- Ensure their child fulfils their responsibilities as outlined above
- It is recommended that digital devices only be used in a public area within the house and not in an individual child's bedroom. There are significant benefits for separating sleep and study space for children.
- It is recommended that Parents monitor recreational screen time use and adhere to the guidelines at https://www.esafety.gov.au/key-issues/esafety-guide

We encourage all families to be at the forefront of any potential risks or issues. Please take time to explore the following websites for more information.

https://www.esafety.gov.au https://kidshelpline.com.au/kids/issues/being-safe-internet
https://www.lifeeducation.org.au/parents/cybersafety-for-parents-vodcasts

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Student ICT Acceptable Use Agreement 2024

Our school is committed to providing a cyber-safe learning environment to all students. This agreement must be read and acknowledged by all students prior to the use of any school ICT or department ICT facilities or services. This agreement applies to all on-site technology, software, loaned devices and personal devices connecting to the school network (including laptops, tablets, cameras and mobile phones).

Acceptable Use

Students connecting to the network either on a school issued device or personal device must comply with the following:

- Students must only use their own assigned computer network account.
- Students must not share personal information about themselves or other students with third parties, including their username or passwords.
- School ICT assets must not be used to access or share inappropriate content online
- Web and email content filtering must not be circumvented to access content that has been deemed inappropriate for students.
- Copyright materials (including games and movies) must not be illegally downloaded onto or accessed using school or department issued ICT assets.
- When using online communities, users must communicate kindly and respectfully at all times. Students must not participate in harassing or bullying other students online.
- Students should not forward spam or other communications to others which they have not asked for
- Students must not participate in activities that are not staff approved or are not linked to the curriculum learning.
- All students must report suspicious activity or violations of this policy to a staff member.
- Students must not take photos or videos of another individual without their consent.
- Students should not use school or department ICT assets to stream large volumes of data unless in the course of curriculum activities (e.g. streaming services such as Netflix, online gaming etc).
- Students must not install unapproved software on school or department issued devices.

Our school reserves the right to monitor use of ICT assets used by students. Students that misuse assets or use assets in an inappropriate manner may have their access revoked.

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Acceptable Use Acknowledgement

Students

I have read and understood my obligations in relation to acceptable use of ICT assets at school. I understand that my access to the Internet and other computer resources may be revoked if I fail to comply with the policy, and acknowledge that my activities using ICT assets may be monitored by the school.

Student name:	
Class/Homegroup:	
Signature of student:	
Date:	

Parents, Caregivers and Legal Guardians

I have read and understood my child's obligations in relation to acceptable use of ICT assets at school. I understand that my child's access to the Internet and other computer resources may be revoked if they fail to comply with the policy. I have ensured that my child has signed this agreement, and discussed appropriate use and strategies to stay safe online with my child.
I understand that additional resources for parents on keeping children safe online is available on the eSafety Commissioner's website, eSafety.gov.au.

Name(s):		
Signature(s):		
Date:		

Please return this section to the school and keep a copy for your own reference.

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