Aurora School
DIGITAL TECHNOLOGIES POLICY
(INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)

DET Template Policy (Updated by DET September 2020)

PURPOSE

To ensure that all children and members of our school community understand:

(a) our commitment to providing children with the opportunity to benefit from digital technologies to support and enhance learning and development at school .

(b) expected children and staff 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 children 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 behaviour on digital technologies and the internet

(e) the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all children and staff at Aurora School.

Staff use of technology is also governed by the following Department policies:

- *Acceptable Use Policy for ICT Resources*
- Cybersafety and Responsible Use of Digital Technologies
- *Digital Learning in Schools* and
- *Social Media Use to Support Student Learning*.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Aurora School's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct (teaching staff)
- Code of Conduct for Victorian Sector Employees (staff)
- Code of Conduct for Directors of Victorian Public Entities (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that children and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide children with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, children can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our children to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to children's particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Aurora School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares children to thrive in our globalised and inter-connected world. Our school's vision is to empower children to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Aurora School, we are committed to educating all children to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping children with the skills and knowledge to navigate the digital world.

At Aurora School, we:

- use online sites and digital tools that support children' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support children using digital technologies for their classwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our children
- actively educate and remind children and their families, of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect children working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our children 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 at school 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 the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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.

Social media use

Our school follows the Department's policy on Social Media Use to Support Learning to ensure social media is used safely and appropriately in learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Aurora school uses the following media platforms to communicate with families at Aurora School:

- SeeSaw is used by administration, classroom and allied health staff to share day-to-day information with families.
- Compass is used by administration, classroom and allied health staff to share information with families.

Parents are welcome to contact the Principal if they have any questions or concerns about information posted on these platforms.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a child or their family on a personal social media account, or accept a 'friend' request from a child or their family using a personal social media account unless it is objectively appropriate, where the student is also a family member of the staff.

If a staff member of our school becomes aware that a family at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the family to 'unfollow' them, and to notify the school if the family does not do so.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and available on the Aurora share drive
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022 (based on most recent DET Template Sept 2020)
Approved by	Principal & Management Team
Next scheduled review date	Three Years – 2025 (or earlier if significant changes to DET Template)