

# Digital Technologies

## (Internet, Social Media and Digital Devices)

### Rationale:

Sunshine Special Developmental School (SSDS) 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 and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

This policy applies to all students at Sunshine Special Developmental School

Staff use of technology is governed by the Department's *Acceptable Use Policy*

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.

### Aim:

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our 1-to-1 iPad program
- expected student behaviour when using digital technologies
- the school's commitment to promoting safe, responsible and discerning use of digital technologies,
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

### Implementation:

#### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At SSDS, 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 SSDS, 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
- monitor 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
- provide a filtered internet service to block access to inappropriate content

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.

## Student behavioural expectations

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

## Social Media

Social media is defined as

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- e-mail and instant messaging.

Social media also includes all other emerging electronic/digital communication applications.

Sunshine Special Developmental School will permit use of their network and/or electronic equipment by users for:-

- 1. Professional interests** - using social media for professional interests enables employees to inform themselves on important issues or to collaborate with their peers
- 2. Personal interests** - using social media for personal interest has nothing to do with an employee's job duties and may be accessed during a lunch hour or another designated break during work hours. In addition, outside of work hours, employees might use social media for access to related hobbies and interests, which have nothing to do with their professional duties

In all circumstances staff are to use devices in accordance with the Acceptable Use Policy of the DET.

### 3. Employee conduct

Professional employee conduct is already governed by policies such as an ethical code of conduct that addresses what is "right" and "wrong" behavior, and sets out the consequences should a violation occur.

Staff should strive for transparency and openness in all interactions, being respectful in all online interactions. Sunshine SDS has an expectation of "trust" that employees will provide professional-level comments or content whether in their professional or personal lives.

To prevent blurring between public and private, personal and professional lines, Sunshine SDS discourages staff from accepting friend requests from parents and students.

Sunshine SDS Staff are not permitted to establish social media accounts on behalf of students without consultation with leadership.

Staff should be aware all comments made using social media are public record and can be used in a Court of Law.

Access to social media including YouTube is accessible school wide. Staff working at Sunshine SDS should be aware that they are personally responsible for the content that students access whilst under their supervision.

### **iPads, including Bring Your Own Device**

Classes at SSDS are delivered with the use of iPads.

As well as supplying each student with their own school-based iPad, SSDS also operates a Bring Your Own Device (BYOD) program, which means students may bring their own purchased or leased iPad with them to school 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.

### **Review Cycle**

This policy is scheduled for review in 2 years.

### **References:**

- DET Policy Portal
- DET School Policy Advisory Guide
- DET Acceptable Use Policy
- DET Code of Conduct
- VIT Code of Conduct and Ethics

### **Version: Final**

Ratified at School Council: **20/11/2018**

Review Date: **20/11/2020**