

Long Bay Primary School

Digital Technology and e-Learning Policy

NAG 5



Long Bay Primary School
WHOLE CHILD EDUCATION

RATIONALE

This policy is designed to meet the school's statutory obligations to maintain a safe learning environment. The overall goal is to maximise the educational benefits of communication technologies while minimising the risks.

Use of the internet and other communication technologies at Long Bay Primary School is to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development, including educational forums.

Other communication technologies' include mobile devices and technologies associated with internet use e.g. iPads, mobile phone, digital projector, camera and web cam. Included too are similar technologies still being developed.

The communication technologies at Long Bay Primary School are available to staff and students under certain conditions, as outlined in their signed Use Agreements. Through the professional learning and development programme, teachers are supported in utilising e-learning tools to support student learning.

Appropriate cyber-safety/digital citizenship measures will be put in place and enforced by the school. In order to ensure the safety of the school learning environment, action will be taken if these safety regulations are breached by students or staff.

This digital technology and e-learning policy applies to all employees of the Board (i.e. teaching, support and ancillary staff) and to all students. It also applies to teacher and other professional trainees assigned to the school from time to time and relief teachers.

The Principal will report to the Board on the school implementation of this policy.

GUIDELINES

All students must read and sign a Digital Learning Responsible Use Agreement outlining the regulations and conditions under which computers, mobile devices and communication technologies may be used while at school. The agreement must also be signed by a parent/caregiver.

The Digital Learning Responsible Use Agreement rules will:

- Be presented with the consent forms for parents and students to refer to
 - Be visible within the school.
 - Be referred to regularly throughout the school year as part of the school-wide digital citizenship programme
1. Guidelines are given to students regarding expected behaviour while using school devices and accounts; the degree and type of supervision may vary, dependent on the type of technology concerned, where the equipment is physically situated and whether or not the activity is occurring in the classroom.
 2. Digital citizenship and related responsibilities will be discussed and reinforced in conjunction with device and internet use in all student classes, as part of the ongoing teaching and e-learning class programme.
 3. Digital class work needs to be monitored by the teacher for quality and content. Digital media presented needs to be suitable for the viewing audience (any material to be presented to a school assembly must also be viewed by the syndicate leader prior to the assembly date).

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4. All staff must sign the Digital Technology Use Agreement which includes details of their professional responsibilities and the limits to their own use of the Internet.

5. Staff members will be supported in utilising digital technologies to support student learning and to carry out their professional responsibilities through the professional learning and development programme.
6. The school will provide an effective electronic cyber safety security system, which is financially practicable. The school will continue to refine methods to improve cyber-safety.
7. Approval to access sites blocked by the school cyber-safety service provider must be sought from the Principal, who is the only person able to approve a change in access.
8. The Board supports the right of the school to check digital technology related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school's Digital Technology and e-Learning policy. Such breaches will be taken seriously and be dealt with through the school's behaviour management and responsibilities systems. In such incidents, there will be special attention paid to the need for specific procedures as regards the gathering of evidence. If illegal material or activities are suspected, the matter will be reported to the Police or the Department of Internal Affairs Censorship Compliance.
9. The school will consult with the wider school community and provide opportunities to learn about cyber-safety issues

See the *Student Digital Learning Responsible Use Agreement* and the *Staff Digital Technology Use Agreement*



CONCLUSION:

Teachers will have responsible access to global resources through peer networks and collegial support through membership of on-line teaching communities. Digital technologies will provide students with opportunities to focus on acquisition and use of information and higher order thinking skills.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board.

A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

DATE: 16.5.16 2016 Next Review: 2020	APPROVED BY:	
	PRINCIPAL Acting 	BOT CHAIRPERSON 

L. Boulton
Principal 25/7/16