St Francis Xavier Primary School
Digital Technologies

Rationale

At St Francis Xavier Primary School, we believe in providing students with the opportunity to benefit from Digital Technologies to support and enhance learning and development at school. The students will learn how to use their devices efficiently and experience various tools such as 3D modelling, Coding, website creation and databases.

Students also learn the expected behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets) and 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

Purpose:

At St Francis Xavier Primary School we aim to ensure that:

- Students develop an understanding of basic computer skills, using a keyboard and mouse, using keyboard shortcuts and file management.
- Students become aware of the different components of a digital system and how they work.
- Students understand the dangers present in an online environment and how to safely navigate the world wide web.
- The students experience the different languages of coding tailored to their ability.
- The students become proficient with the Google Suite, and other Microsoft products.
- The student learning environment is enhanced through the use of a range of technological and multimedia equipment/programs.
- Students are aware of different 'online communities', even though students and teachers may not access some online communities at school (e.g. Tic Toc, Facebook).
- Students develop the valuable skills and knowledge that will prepare them to thrive in our globalised and interconnected world.

Implementation:

At St Francis Xavier Primary School:

- Students participate in a 40 minutes of Digital Technologies a week in a deditacted Digital Technology Hub.
- Students are taught lessons based on the Victorian Curriculum and, the scope and sequence provided by the Digital Technologies Hub.
- Students are be involved in lessons that will cover digital systems, collecting sorting and organising data (spreadsheets), digital solutions (coding, using Scratch and CS First the Google initiative) and online safety
- Students use the computer lab where they will have access to well-maintained desktop PC's utilising a current version of Microsoft Windows 10. They also have access to 1:1 devices in the classroom from Prep to Year Six.
- Students are responsible for taking care of all equipment, belongings and property they use.
- Students and parents (and Staff) agree to the terms and conditions as set out in the Acceptable Use Policy.
- Assessment is done individually by viewing, photographing work and anecdotal records.
- The use of online tools such as Classflow are used for formative and summative assessment.
- Assessment records are used for reporting and also for forward planning of new units of work and developing new areas to be built on.
- Reports are written twice yearly based on the students learning.
- The Digital Technology budget caters for subscriptions, programs, consumables etc. used in the Digital Technologies space and throughout the school.

Access to the Internet

Students may access their email account and the internet both at school and at home. They will use various search engines such as Google, in order to access information related to their learning. It is a condition of access that students respect the rules and regulations of the use of technology at SFX. These include:

➢ **Cyberbullying**- Cyberbullying is a term used to describe bullying that is carried out through internet or mobile phone technologies. It is often combined with off-line bullying. It may include a combination of behaviours such as pranking (i.e. hang-up calls), sending insulting text messages, publishing someone's private information, creating hate sites or implementing social exclusion campaigns in social networking sites. It is also cyberbullying when a student(s) uses technology to run a multi-step campaign to bully another student, e.g. setting another student up to be assaulted, video-recording their humiliation, posting the video-recording online and then sending the website address to others.

➢ **Privacy**- Students are to access their online accounts only. Students should keep their usernames and passwords private. No student is to access another student's account.

➢ **Appropriate usage and access**- No student is to deliberately access or send inappropriate websites or files to any other user. A firewall at school prevents students from accessing inappropriate material, however, students must not misuse their account from home as well. All access including emails and downloads are monitored and tracked by the Principal and DT teacher. Students are also forbidden from using swear words and foul language in all forms of communication on the internet. If any student behaves inappropriately when handling technology devices, leading to damage, a meeting will be held with the students, their parents and the school Principal whereby an arrangement will be made. This may involve covering the cost of damage or alternative consequences. This is covered in the annually distributed SFX Acceptable Use Policy.

➢ **Safe and appropriate use of technology tools** – Teachers, students and parents need to use technology tools safely and appropriately. At no time should changes be made to any settings which may alter the tools appearance or function. Technology should be stored and transported with care and should not be removed from the school.

➢ Student use of devices, programs, Internet may be monitored through Harpara. This monitoring can occur both at school and at home.

➢ **Violations of Conditions of the Policy** - Any violations of this policy, including the misuse of the internet and technology will result in consequences as outlined in the SFX Acceptable User Policy. This will include supportive measures to ensure that the child or adult understands how to use technology appropriately in the future.

Abuse of Privacy Using Technology at Home:

➢ Parents must take responsibility for their child's use of technology at home. The school cannot be held responsible for the inappropriate actions of students outside the school property. When concerns arise at school, stemming from the misuse of technology in the home, the Principal/ Leadership / teacher will consult with those involved, including parents to help develop a resolution.

Evaluation:

This policy will be revisited yearly, reviewed as part of the school's review cycle or as changes are made to the Victorian Curriculum.

This policy was ratified by SFX Staff – April 2021