Morwell Central Primary School

Digital Technologies Policy 2026

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568

Rationale:

Digital Technologies, including the internet, are now a fundamental part of life in a digital age. They offer many potential benefits for teaching and learning. At Morwell Central Primary School, opportunities will be provided for all students to access and develop competencies with the broadest possible range of Digital Technologies.

For this policy, Digital Technologies are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

Digital Technologies includes, but is not limited to:

- Computer systems and applications such as email and the internet.
- Networks.
- Electric storage devices.
- Mobile devices such as mobile phones, tablet devices and PDA's.
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing.
- Imaging tools such as video, still or web cameras and related software.
- Audio tools such as audio recording devices, mp3 players and related software.
- Fax and copying machines.

Belief Statement:

At Morwell Central Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour

- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
    - Bullystoppers Duty of Care and Supervision (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child and providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
    - Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

Aims:

Digital Technologies focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours enable students to safely:

- Develop new thinking and learning skills that produce creative and innovative insights.
- Develop more productive ways of working and solving problems individually and collaboratively.
- Create information products that demonstrate their understanding of concepts, issues, relationships and processes.
- Express themselves in contemporary and socially relevant ways.
- Communicate locally and globally to solve problems and to share knowledge.
- Understand the implications of the use of Digital Technologies and their social and ethical responsibilities as users of Digital Technologies.

This policy aims to:

- Ensure that Digital Technologies are being used appropriately and safely
- Manage and evaluate information, develop new understandings, and communicate with others to participate effectively in society.
- Ensure that students understand what they should and shouldn't be doing online by:
    - Protecting their privacy and personal information.
    - Selecting appropriate places to work and contribute.
    - Protecting the privacy of others.
    - Being proactive in letting someone know if something does not feel right.

Implementation:

- An extensive range of Digital Technologies devices will be available for use by students and teachers throughout the school.
- Students in grades prep - six will participate in a 40- or 60-minute Digital Technologies session on a weekly basis and will have opportunities in the classroom as part of targeted lessons.
- Staff use of Morwell Central Primary School's devices and/or network to access the Internet, or any other Digital Technologies application, is governed by the Department's Acceptable Use Agreement (AUA).
- Staff and student personal Digital Technologies devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

Time spent on digital devices:

Schools with primary students:

From 2027, schools with primary students are expected to:

- limit student use of digital devices and tools across Levels F–6, other than where the Victorian Curriculum F–10 Version 2.0 requires use
- design teaching and learning programs consistent with the following digital device student usage times:
  Years F–2: Minimal use other than learning about and with digital technologies as set out in the Victorian Curriculum 2.0
  Years 3–6: Maximum of 90 minutes per day.

Digital Images:

- Cameras, still and video (including mobile phone cameras) must not be used in private spaces eg changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014 (*Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

Aboriginal and Torres Strait Islanders and Digital Technologies

- Morwell Central Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
  - A clear explanation of the film or photo process.

  - Proper information about the project, including the message, the medium and the audience.
  - All proposed and foreseeable uses of the material, including secondary uses.
  - The impacts of the material being disseminated.
  - Timeframes.
  - Any relevant intellectual property matters.
  - That the person can choose not to be photographed or filmed.

- Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empower the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

Responsibilities:

- It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration, as appropriate, immediately.
- 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 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 (if it is used) is used safely and appropriately in student 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.

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

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

Consequences of Improper Use:

- The Department's Acceptable Use Policy applies to all school staff, and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy) depending on the severity of the breach and the context of the situation.
- Consequences for students may include:

  - Removal of network access privileges.
  - Removal of Internet access privileges.
  - Removal of printing privileges.
  - Other consequences as outlined in the school's Student Code of Conduct.
- Staff non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken.
- Cyberbullying and using Digital Technologies for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using Digital Technologies to harass, threaten or intimidate etc.) will not be tolerated by Morwell Central Primary School and consequences will apply to students in accordance with Morwell Central Primary Schools Code of Conduct/Discipline Policy.

Communication:

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter and via the school Facebook page
- Hard copy available from school administration upon request.

Evaluation:

This Digital Technologies Policy will be reviewed as part of the school's two-year review cycle or earlier as required.

This policy was last approved by the Principal:	9/10/2026