

Using Digital Technologies to Support Teaching and Learning Policy



Date Approved by Committee of Management:	18/08/2021
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PURPOSE

Beechworth Montessori School utilises digital technology, alongside other methods and materials, to facilitate classroom-based student learning and remote learning. Digital technology includes the use of classroom computers, laptops, tablets and cameras as well as supervised access to the internet, participation in digital learning programs and collaboration platforms such as MSTeams.

Digital technology provides an opportunity to develop skills and knowledge, as well as supporting students with a range of learning needs.

Beechworth Montessori School has a responsibility to provide a safe and supportive environment for the wellbeing of students and will ensure that students are able to access digital technology in a safe, responsible and productive manner to learn.

SCOPE

This policy is applicable to all staff, students and families of Beechworth Montessori School.

POLICY STATEMENT

Students have the opportunities to interact with technology in meaningful ways to explore the world and do not cause a distraction or impact the ability to focus and concentrate in the classroom.

In general, we first consider the development of the child; if a specific task can be completed without the use of technology, it should be. If the student benefits by using technology, then it is our duty to help the child learn how to use it responsibly.

Access and usage of digital technology will be moderated by purpose and by the community of the classroom. Access and usage will also likely increase parallel to age as our students acquire technological skills that they will need in secondary education.

Early Years does not introduce digital technology and prefers children to explore all sensorial avenues before consideration.

PROCEDURE

To support students to engage and interact with digital technology in a safe, healthy and beneficial way to learning

1. Plans and assesses risks and benefits before introducing any new digital technology, software, online learning programs and/or collaboration tools to ensure the highest safety, privacy and security standards as possible.
2. Reviews the safety and appropriateness of digital technology, online tools/programs and platforms regularly.
3. Provides a filtered internet service to block inappropriate content however acknowledges that full protection from inappropriate content cannot be guaranteed.
4. Develops and implements 'Acceptable Use Guidelines' with students to ensure digital technology is used responsibly and productively within the school environment including consequences for engaging in inappropriate use.
5. Allows the individual use of personal devices for students with a disability to work to their full potential and develop essential learning habits with the support of digital tools such as pictello, talk to text, reading programs and/or communication devices (Pragmatic Organisation Dynamic Display, PODD). The student may have supervised access to the school's filtered internet on their device. The device is the responsibility of families and is for school purposes only when at school eg no access to games or social media.
6. Educates students about understanding cybersafety, digital media literacy, positive online behaviour, peer and personal safety and security.
7. Provides parents/carers with current information on digital technology and cybersafety to understand safe and responsible use of digital technologies and the strategies that can be implemented at home ie: eSafety resources and parent education sessions. <https://www.esafety.gov.au/parents>
8. Ensures staff are supported to access a range of resources and professional learning to increase their capacity to use and teach digital technology
9. Manages and reports digital/online school incidents, cyber abuse/bullying in accordance with the eSafety Commissioner Respond resources that provide guidance in understanding reporting requirements, preserving digital evidence, minimising further harm and supporting wellbeing. <https://www.esafety.gov.au/educators/toolkit-schools/respond>
10. Extends the application of this policy beyond school based online behaviour to behaviour that occurs outside of school hours that involves or impacts on students from school.
11. Where students bring a mobile phone/smart watch to school, students are required to hand their mobile phone/smart watch into the school administration office. Spacetalk smart watches are permitted to be worn if set to school mode so that all functions are disabled. It is the parents/carers responsibility to ensure these functions are disabled otherwise it will be required to hand the Spacetalk watch into reception as with other smart watches. Mobile phones/smart watches owned by students are considered valuable items and are brought to school at the owner's (student's or

parent/carers) risk. Mobile phones and smart watches are not permitted on camps and excursions; any exceptions to this need to be approved by the Principal and will only be granted if absolutely necessary for safety reasons.

RELEVANT LEGISLATION

*Education and Training Reform Act 2006 (Vic) & Education and Training Reform Regulations 2017 (Vic).
Ministerial Order No. 870 - Child Safe Standards - Managing the risk of child abuse in schools*

RELATED POLICIES & DOCUMENTS

Student Behaviour Guidance Policy
Child Safe Environment Policy
Curriculum and Student Learning Policy
Students with Disability Policy
Duty of Care Policy
Beechworth Montessori School, Child Safe Code of Conduct

RESOURCES

e-Safety Commissioner www.esafety.gov.au
Bullystoppers Parent Interactive Learning Modules
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx