



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

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

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) 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
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Bundalaguah Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Bundalaguah Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can 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 learning that is interactive, collaborative, personalised, engaging and transformative. 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.

Bundalaguah Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Bundalaguah Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Bundalaguah Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify [insert relevant role/s, i.e. classroom teacher, the administration], 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 the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media 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.

Student behavioural expectations

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

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Bundalaguah Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

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

Available publicly on our school's website

- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Consultation	Staff, Students, School Council Feb 2023
Approved by	Principal 02/2023 School Council 02/2023
Next scheduled review date	Feb 2024

BUNDALAGUAH PRIMARY SCHOOL

Digital Technology Acceptable Use

Student Agreement (Grades 3-6)

General Use

1. When using technology, I will always follow our school expectations to:
 - a. be kind
 - b. take care
 - c. be safe
 - d. Focus on learning
2. When I am using technology I will use my time effectively and remain on task. I will only use school technology for school purposes, as directed by my teacher.
3. I will not use digital technologies for anything which would change the settings on computers or other equipment.
4. I will keep my password/s to myself, and not seek the passwords of others.
5. If I bring portable devices to school (including tablets or mobile phones) I will store these at the office during school hours. Otherwise, these devices will be confiscated, to be picked up from school by a parent.
6. I will respect the privacy of others and not access, delete or share photos, documents or other files that do not belong to me.

Internet and Online Tools Use

7. I will only access web sites that are relevant to school and the information that I need.
8. If I see or hear anything on a website that I am unhappy with, I will close my browser and tell my teacher immediately.
9. When I communicate online the messages I send will be polite, respectful and sensible and not distract others from their learning.
10. I will not give out any information about myself or others unless I have permission from the teacher; for example, name, address, phone number.
11. If I receive any messages that I do not like I will tell a teacher immediately.
12. I know that the school will monitor my computer files, email and the Internet sites I visit.
13. I will not copy other people's work in to my work, and call it my own without acknowledging their content. This includes pictures and information I find online.
14. I will not share photos and information belonging to other people without their permission.

As a responsible user of technology at Bundalaguah Primary School I will follow the rules above.

If I break any of the rules, then I may be unable to use technology at Bundalaguah Primary School. I will need to re-negotiate how I use technology at school.

Student Name: Date:

Student Signature: Date:

Parent Agreement

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I/we consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.

I/we consent to my child having their first name (last initial) and/or photo published on the school's Internet site, and collaborating with students and teachers in other schools using online tools.

Parent/Guardian Name: Date:

Parent/Guardian Signature: Date:

BUNDALAGUAH PRIMARY SCHOOL

Digital Technology Acceptable Use Student Agreement (Prep-2)

The rules I will follow when technology at Bundalaguah are:

I will treat the technology I use with care and respect. This means:

- ✓ I will not eat or drink while I am using technology.
- ✓ I will only use technology for tasks my teacher asks me to complete.
- ✓ I will start and shut down the computers correctly.
- ✓ I will not change the settings on the computers.

I will treat others with care and respect when using technology. This means:

- ✓ I will not open other people's work without their permission.
- ✓ I will respect others and not share work or photos that do not belong to me.
- ✓ I will only access web sites that my teacher directs me to.
- ✓ If I see or hear anything on a website that I am unhappy with, I will close my browser and tell my teacher immediately.
- ✓ I will not give out any personal information about myself or others unless I have permission from the teacher; for example, name, address, phone number.

As a responsible user of technology at Bundalaguah Primary School I will follow the rules above.

Student Name: Date:

Student Signature: Date:

Parent Agreement

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

- I/we consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
- I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.
- I/we consent to my child having their first name (last initial) and/or photo published on the school's Internet site, and collaborating with students and teachers in other schools using online tools.

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