

Digital Learning: Internet, Social Media & Digital Device Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact school administration.

Purpose

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

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including desktop computers, laptops, smart watches and tablets)
3. 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
4. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
6. our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Birralee PS.

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*
- *Social Media Use to Support Student Learning.*

Staff also follow our school's Acceptable Use Policy.

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

- Birralee PS'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.

Birralee PS 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 Birralee PS, 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 Birralee PS, we:

- use online sites and digital tools that support student learning, and we focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purposes 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 Cyber-safety Training for students between Grades 3 – 6.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security when 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.

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 their classroom teacher 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*.

Students are not allowed to use smart watches that link to an internet connection, or for communication or recording whilst at school. A student will be asked to remove their device and to hand it in to the school administration for collection at the end of the day and will be instructed to not to bring the device to school.

The use of student mobile phones is not allowed in Victorian primary schools. Mobile phones brought to school are to be handed in to the class teacher for secure storage on arrival in the morning. It is the students' responsibly to collect the phone from the teacher at the end of the day.

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.

Our students occasionally use *Vimeo* to record their music performances, where specific parents can view the work undertaken by their child only. Parents are welcome to contact John Leever (music teacher), if they have any questions or concerns about students participating on this forum.

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 Birralees PS'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), Birralees PS 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 processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions as necessary
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

Policy Review and Approval

Policy last reviewed	18/07/2022
Consultation	<ul style="list-style-type: none"> • Student Reference Group – 13/07/2022 • Policy & Education Subcommittee – 14/07/2022
Approved by	Principal: Ashley Ryan
Next scheduled review date	2024

APPENDIX A

Acceptable Use Agreement



School profile statement

At Birrale PS we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours.
- Have a program in place (Cyber-safety) to educate our students to be safe and responsible users of digital technologies.
- Educate our students about digital issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies for school-directed learning.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - **See: *Duty of Care and Supervision***
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>).
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support students' learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission.
 - ***Bullystoppers Parent Interactive Learning Modules***
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
 - ***eSafetyParent | Office of the Children's eSafety Commissioner***
<https://www.esafety.gov.au/education-resources/iparent>

Student declaration

When I use digital technologies, I communicate respectfully by:

- always thinking and checking that what I write or post, is polite and respectful
- being kind to my friends and classmates, and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages, or forwarding them to other people.
- creating and presenting my own work. If I do copy something from online, I let my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means that I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means that I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies
- I will use this knowledge at school and everywhere I use digital technologies.

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)

Student Agreement

Student Agreement

Mr Ashley Ryan

(principal)

acknowledges the commitment of

(student)

to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher's signature

Date

