

# DIGITAL LEARNING POLICY

## (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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 including our 1-to-1 personal device program in Gr 4-6 and our shared device program in Gr F-3
- (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 at Strathfieldsaye Primary School.

Staff use of technology is 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 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:

- Strathfieldsaye 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 TECHNOLOGY 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.

Strathfieldsaye 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.

### PERSONAL DEVICES AT STRATHFIELDSAYE PRIMARY SCHOOL

Classes at Strathfieldsaye Primary School are delivered using a combination of student netbooks and Bring Your Own Devices (BYOD)

Our school provides access to shared netbooks to students in Years F – 3 and it operates a BYOD or school supported 1 to 1 program for students in Years 4, 5 and 6.

Parents/carers of Gr 4, 5 and 6 students are invited to purchase or lease a device for their child to bring to school. Strathfieldsaye Primary School has made special arrangements with Learning With Technologies who offer discounted prices for the lease or purchase of devices for our students. Strathfieldsaye Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office

Students must bring a charged device to school each day to be used during class time for different learning activities. Strathfieldsaye Primary School has special arrangements with a computer store that offers discounted prices for BYOD for Strathfieldsaye Primary School students.

Strathfieldsaye Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks that can be loaned to students in certain circumstances.

## **SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES**

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

At Strathfieldsaye Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses 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 promoting safe, responsible and discerning use of digital technologies, including access to cyber safety programs
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology 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, 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and information book.

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 on 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 BEHAVIOUR EXPECTATIONS**

When using digital technologies, students are expected to behave in a way that is consistent with Strathfieldsaye Primary School's *Statement of Values and School Philosophy*, *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), Strathfieldsaye 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 and Compass communication platform
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in our school newsletter
- Discussed at student forums and through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Consultation	Students – School Captains 28.08.22 Parents – School Improvement Sub Committee 28.08.22 School Council – School Council Meeting 13.09.22
Approved by	Principal
Next scheduled review date	September 2024

## **ANNEXURE A: ACCEPTABLE USE AGREEMENT FOR NETBOOKS AND DEVICES**

The following agreement covers students' use of netbook and devices and Information Communication and Technology tools at Strathfieldsaye Primary School. ICT tools are provided to students for educational purposes only. These facilities include access to the internet, email, Compass, school network and online educational and assessment programs, (additional educational programs may be used at the discretion of the school in accordance with our acceptable use of ICT agreement).

Students may use these tools for class work, research, the preparation of assignments and authorised electronic communication. Resources provided include computers and peripherals, printing, digital imaging devices (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

To be granted access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Policy Agreement for Netbooks. Students must demonstrate knowledge, understanding and compliance regarding the school's Acceptable Policy Agreement for Netbooks (signed off by their classroom teacher).

### **Student:**

I understand that the Internet can connect me to useful information.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not use my netbook for social media at home or at school
- 3) I will not look for anything that is illegal, dangerous or offensiv.
- 4) If I come across something that is illegal, dangerous or offensive, I will:
  - a) clear any offensive pictures or information from my screen; and
  - b) immediately inform my teacher, in a quiet and respectful manner
- 5) I will keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses or images
- 6) I will not use the internet to annoy or offend anyone else. e.g. sending threatening, bullying or harassing content to another person
- 7) I will not disable settings for virus protection, spam and filtering that have been applied by Strathfieldsaye Primary School
- 8) I will ensure that communication through internet and online communication services is related to learning
- 9) I will keep passwords confidential
- 10) I will never allow others to use my personal accounts. e.g. Mathletics, Compass, email
- 11) I will log off at the end of each session to ensure that nobody else can use my account
- 12) I will promptly tell a supervising teacher if I suspect myself or others have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me, or others, feel uncomfortable

- 13) I will not download software, graphics or music/movie files
- 14) I will only use the school provided email for school use – this is not a personal email account
- 15) I will never publish or disclose the email address of a staff member or student without that person's explicit permission
- 16) I will never plagiarise (directly copy) information or content and will observe appropriate copyright clearance, including acknowledging the author or source of any information used
- 17) I will not bring downloaded programs including games and music, to the school or run them on school computers
- 18) I will always secure my netbook in its case, place it inside my bag and zip it closed before travelling to and from school
- 19) I will always carry my netbook in its case when moving between buildings at school
- 20) I will always shutdown my netbook at the end of each school day to enable important updates to install
- 21) I will always reboot my netbook when I enter the classroom at 8:50am as part of my morning routine
- 22) I will charge my netbook every night so that it is fully charged for every school day
- 23) Once I have taken my netbook home, I will not bring my charger to school
- 24) I will not change settings on my computer e.g. cursor or desktop background
- 25) I will sit in spots where my netbook screen is clearly visible to supervising teachers e.g. not sitting under a desk or against a wall
- 26) When carrying my netbook, I will always have the screen closed and use two hands
- 27) I will never leave my netbook on the floor or on chairs (including other classroom furniture such as couches, ottomans, cubes and beanbags)
- 28) I will use Chrome and Edge as my internet browsers and will not install any additional browsers.
- 29) I will not remove or draw on the name stickers on my netbook
- 30) I will always use technology in a manner that reflects the Strathfieldsaye Primary School's core values
- 31) I will keep my original netbook box at home, to be handed back in original condition at the end of the year
- 32) I understand that any damage caused to any netbook or case through inappropriate choices/use may incur additional charges
- 33) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet or computer access for some time

Please read, sign and return by (insert date).

**Signed (Student)** ..... **Date** .....

**Signed (Parent)** ..... **Date** .....