

# DIGITAL LEARNING

## (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
- (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 Strathfieldsaye 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:

- 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 learning at our school**

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Strathfieldsaye Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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.

### **Student netbooks at Strathfieldsaye Primary School**

Strathfieldsaye Primary School provides access to shared netbooks for students from Foundation to Year 3, and operates a Bring Your Own Device (BYOD) program in Years 4, 5 and 6. Classes at our school are delivered with the use of notebook computers and tablets.

Parents/carers of students in Years 4, 5, 6 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 (LWT) 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 in Years 4, 5, 6 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
- has at least 128 GB of storage
- operates on Windows 10\_OS version or later

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 Principal or Assistant Principal.

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Strathfieldsaye 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 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

- 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 cyber safe 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 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.

## **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 school uses the Strath PS Facebook and Instagram pages to showcase student work and to share informal communication with our School Community. Social Media permissions are updated annually at the beginning of the school year and they have the option to 'opt-out' by notifying the school office. Parents are welcome to contact Cherie Walker if they have any questions or concerns about students participating in 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 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, 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
- 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
- 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 2023
Consultation	Students – School Captains Parents – School Improvement Sub Committee 04.09.23 School Council – School Council Meeting 12.09.23 Uploaded to School Website
Approved by	Principal
Next scheduled review date	September 2025

## **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

### **Acceptable Use Policy Agreement for BYOD Computers**

The following agreement covers students' use of their BYOD computer and Information Communication and Digital Technology tools whilst using Strathfieldsaye Primary School's network. 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 also 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 include their BYOD computer and peripherals, printing, digital imaging computers (scanners, digital still and video cameras) and access to the local school network for storage of student electronic files.

To be granted access to our school's network and ICT resources, students must agree to, and abide by, the school's Acceptable Use Policy Agreement for BYOD computers. Students must demonstrate knowledge, understanding and compliance regarding the school's Acceptable Use Policy Agreement for BYOD computers. This agreement will need to be signed off by the classroom teacher, prior to the student being able to access the school's network.

*Please note: This agreement applies when the BYOD computer is used under Strathfieldsaye Primary School's network. Students can use their computer for non-educational purposes at home as guided by their parents and or guardians.*

#### **Student Agreement:**

- 1) I will always use technology in a manner that reflects the Strathfieldsaye Primary School's CORE Values.
- 2) I understand that my computer is valuable, and I need to treat it with respect to minimise the risk of any damage.
- 3) I will have my name clearly displayed on the top of my computer.
- 4) I will only use my computer for educational purposes at school as directed by my teacher.
- 5) If I come across something that is illegal, dangerous, or offensive at school:
  - a) I will minimise the view of the offensive pictures or information from my screen; and
  - b) I will immediately inform a teacher, in a quiet and respectful manner.
- 6) I will seek permission from a teacher to ensure it is appropriate to communicate with another student through the internet and online communication service, before taking any action.
- 7) I will protect personal information by being aware that my full name, photo, birthday, address, and phone number are personal and not to be shared online. This means:
  - a. I protect my friends' information in the same way.
  - b. I protect my passwords and don't share them with anyone except my parent.
  - c. I only ever join spaces with my parents or teacher's guidance and permission.
  - d. I never answer questions online that ask for my personal information.
  - e. I know not to post three or more pieces of identifiable information about myself.
- 8) I will log off (or lock) my computer at the end of each session to ensure that nobody else can use my account.
- 9) 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.
- 10) I understand that any games or programs that have been downloaded at home with my parent's permission are licensed to my computer and cannot be shared with others.

- 11) I will only use the school provided email for school use as this is not a personal email account.
- 12) I will always reboot my computer when I enter the classroom at 8:50am as part of my morning routine.
- 13) I will only use Chrome or Edge as my internet browser while using the school's network.
- 14) I will charge my computer every night to ensure it is a fully charged and I will not bring my charger to school.
- 15) I will always use my computer on a table unless otherwise instructed by a teacher.
- 16) I will sit in spots where my computer screen is clearly visible to supervising teachers. e.g., not sitting under a desk or against a wall.
- 17) I will never leave my computer on the floor or on classroom furniture such as couches, cubes, or beanbags.
- 18) I will always carry my computer in its case when moving between buildings at school.
- 19) I will always shutdown my computer at the end of each school day to enable important updates to install.
- 20) I will always secure my computer in its case and place it in my closed bag before travelling to and from school.
- 21) I will not use my computer in the school yard before school or while waiting to be picked up after school.
- 22) I will never allow others to use my personal accounts. e.g., Mathletics, Compass, Microsoft Teams, email.
- 23) I will not use my computer for social media or direct messaging at school.
- 24) I will not search for anything that is illegal, dangerous, or offensive at school.
- 25) If I change any settings on my computer. e.g., cursor, desktop background or toolbar, I will only select those that don't distract my learning at school.
- 26) I will not use the internet to annoy or offend anyone else and I will:
  - a. always think and check that what I write, or post is polite and respectful.
  - b. always be kind to my classmates and think about how the things I do or say online might make them feel.
  - c. not send mean or bullying messages, or forward them to other people.
- 27) I will not disable settings for virus protection, spam and filtering that have been applied by the school.
- 28) I will not access software, graphics, music/movie files or games downloaded at home while at school.
- 29) I will not download software, graphics, music/movie files or games to my computer whilst at school.
- 30) 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.
- 31) I will not publish or disclose the email address of a staff member or student without that person's permission.
- 32) I will permit teachers or school support staff to inspect my computer at any time to ensure that I'm adhering to this agreement.

***I understand that if the school decides I have broken any of these rules, appropriate action will be taken. This may include loss of my network access, or I may be asked to leave my computer at home for a designated period.***

Please read the agreement on the following page with your parents, then sign it and it to your classroom teacher.

# Student Agreement

(teacher)

**acknowledges the commitment of**

(student)

**to being a polite, safe, responsible and ethical user of  
their computer and other digital technologies while at school.**

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 / Date

Parent's signature / Date



## 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...)