



# Digital Learning (Internet/Social Media/Digital Devices) Policy



If you need help to understand this policy – please contact the office staff.

## PURPOSE

To ensure that all students and members of the Deer Park West Primary School community understand:

- 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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

## SCOPE

This policy applies to all students and staff at this 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, school councillors and volunteers also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Deer Park West 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.

This school understands that the 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

The school believes that the use of digital technologies 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 safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **iPads & Laptops**

Foundation students have access to iPads. Years 1 – 6 have laptops allocated in all classrooms for use during class time for different learning activities.

## **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. We are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

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 in the classroom
- 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 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 at school (please refer to Appendix A)
- 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 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/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

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 and signed an Acceptable Use Agreement.

It is the responsibility of all students to protect their own log-in ID 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 the 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.

## 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 the 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), Deer Park West Primary will institute a staged response, consistent with our student engagement and behaviour policies.

When a student purposefully damages a school device, the family will be responsible for reimbursement of the cost for repair/replacement.

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 can include:

- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges
- notifying parents/guardians
- reporting student's social media account for deletion
- consulting with the Proactive Policing Unit
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

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

- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in the school newsletter
- Discussed on a regular basis in all classrooms
- Made available in hard copy from the office upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council – August 2022 Staff – August 2022 Compass – August 2022
Approved by	Principal and School Council on 25 October 2022
Next scheduled review date	August 2024

I agree to use ICT in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use ICT at my school I will respect resources, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
- I will only use ICT for educational purposes
- I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
- I will not connect any device to the school hardware without teacher permission
- I will treat all equipment with care.

When I use ICT at my school I will respect others, which means:

- I will not use ICT to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
- I will always respect the rights, beliefs and privacy of others.

When I use ICT at my school I will keep myself safe online, which means:

- I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
- I will keep my usernames and passwords safe and secure
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
- I will not deliberately attempt to access inappropriate or non-educational content
- I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

I understand that breaches of the rules will see me lose my ICT/Internet access rights for a period of time determined by the Principal, ICT Coordinator or my teacher.

Student Name. \_\_\_\_\_ Grade. \_\_\_\_\_

Student Signature. \_\_\_\_\_ Date. \_\_\_\_\_

**Parent/Carer Agreement.**

I agree to my child \_\_\_\_\_ using the Internet at school for educational purposes on accordance with the Student Agreement above.

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

Parent/Carer Signature \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Date \_\_\_\_\_