

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 Glendal Primary School.

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 laptops, iPads and desktops)
- (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 Glendal 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, students and parents at Glendal sign a Device and Internet User's Agreement at the beginning of each school year – see Appendix A.

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

- Glendal 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.

Glendal 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 Glendal 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 Glendal 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 a member of the School Leadership Team, such as an Assistant Principal or the ICT Learning Specialist, 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 Glendal 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), Glendal 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 the school website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Made available in hard copy from the school administration upon request

POLICY REVIEW AND APPROVAL

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|----------------------------|---|
| Policy last reviewed | August, 2022 |
| Consultation | Education Subcommittee and School Council |
| Endorsed by | Principal and School Council |
| Next scheduled review date | August, 2024 |

ANNEXURE A: ACCEPTABLE USE AGREEMENTS

Acceptable Use Agreement



RATIONALE

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, this carries responsibility. Our user's agreement applies at all times when students are utilising the school's devices, including when attending Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

GUIDELINES

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

Being safe online:

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

What does it mean to be safe online?

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or guardian, and at school, a teacher.

Devices and printer use expectations:

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.
- Drafts need to be printed in black and white.

STUDENT DECLARATION



When using devices and the Internet at Glendal Primary School I will (please tick each):

- only access the school network, Internet and Google Workspace for Education with my class or personal account and password.
- only use my class or personal account for activities to do with my school work.
- only look at the websites my teacher has told me to use.
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.

- always look after the school's ICT resources and anyone else's computer equipment (for example I will leave headphones tidily and not remove any parts on a device).
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **secret at all times.**
- use appropriate language.
- always be nice (for example, I will share my computer) and tell an adult if something makes me or someone else feel sad.
- ask my teacher before I print anything.

I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or guardians and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage caused to equipment.

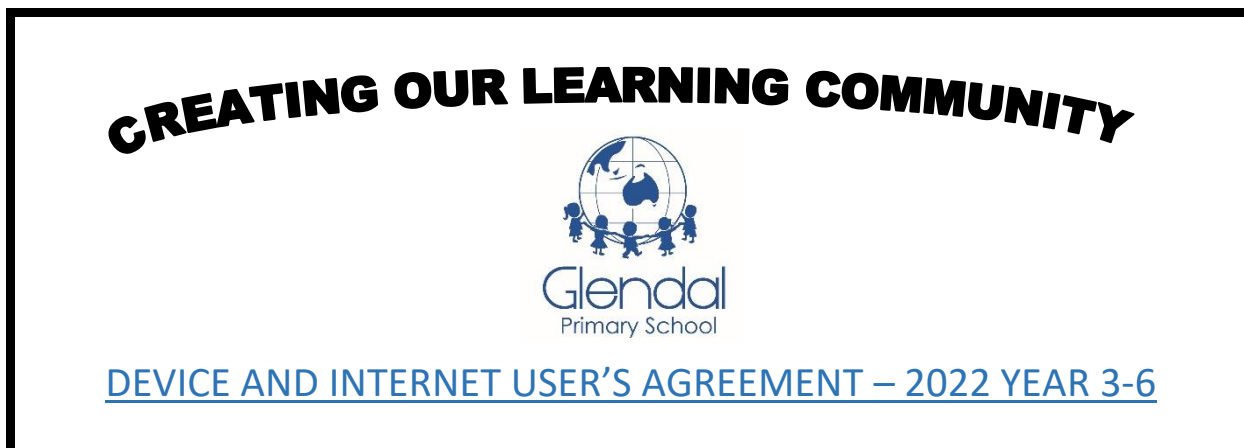
I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: _____ Class: _____

Student's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____



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- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or guardian, and at school, a teacher.

Devices and printer use expectations:

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.
- Drafts need to be printed in black and white.

STUDENT DECLARATION

When using devices and the Internet at Glendal Primary School I will (please tick each):



- only access the school network, Internet and Google Workspace for Education with my personal account and password.
- respect the privacy of others **at all times** (I will never access their account).
- always use my account for activities related to my school work.
- always use the Internet within the areas specified by my teacher and with their permission (I will not access any unacceptable websites or material).
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.

- only use the games or software on the school's system (I will not upload any electronic games, software or unauthorised files onto the school system).
- always look after the school's ICT resources and anyone else's computer equipment (for example I will charge a device when this is needed and not remove any of its parts).
- maintain the way in which the school's computer technicians and teachers have set up any device, including its hardware and software.
- not copy licenced material from the school's network.
- not attempt to gain access to any information resources, systems or networks or interfere with another user's work.
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **private at all times.**
- only create and publish work that is my own, and acknowledge when things have been copied from another source.
- use language that is acceptable at school and that can be viewed by anyone when sending an email.
- take appropriate photographs.
- not create or send information that makes someone feel uncomfortable (for example information that frightens, annoys, teases or offends them).
- not respond to information which makes me feel uncomfortable (for example information that frightens, annoys, teases or offends me) and tell an adult straight away (a teacher at school or parent at home).
- tell an adult straight away if I know that someone is being unsafe or making others feel uncomfortable online (I will not be a bystander).
- always follow Glendal's 'Device and Printer Use Expectations' (see above).

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