

# Digital Learning Policy (Internet, Social Media and Digital Devices)



## Help for non-English speakers

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

## 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 BYOD (Bring Your Own 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 Camberwell South Primary School (CSPS).

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 also follow our school's Acceptable Use Agreement.

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

- CSPS'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.

CSPS 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 Example School**

CSPS operates a Bring Your Own Device (BYOD) program which means students bring their own purchased or leased device with them to school each day. Students bring a charged device to school each day to be used during class time for different learning activities.

CSPS does not have insurance to cover accidental damage to or loss of students’ devices, and parents/carers are encouraged to consider obtaining their own insurance for their child’s device. Camberwell South Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal on 9889 4295.

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

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At CSPS, 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 CSPS, 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 from the ESafety Commissioner.
- 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 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.

### **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.

CSPS seeks explicit permission annually for the publication of media in school related material. 3

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 CSPS’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), CSPS 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## **POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | June 2022 |
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| Consultation | School Council June 2022<br>School Community July 2022 |
| Approved by  | Principal  |
| Review       | June 2024  |

## ANNEXURE A: ACCEPTABLE USE AGREEMENT



# DIGITAL DEVICES AND INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS

When I use a digital device and/or the internet, I have responsibilities and rules to follow. I agree that:

- I will follow all teacher/staff instructions when using digital devices and the internet. ● I will use the equipment for educational purposes only as directed by staff ● Digital devices are not to be used as “free time” or during wet day/hot day timetables. ● I will keep myself and my friends safe by not giving out personal details. (I will only use first names for this reason, for myself and other students. I will never reveal where I live or even what school I go to)
- Any apps, games, photos and videos I put on are not used at school unless they are school apps directed by the teacher.
- If my own device runs out of space, I will clear enough photos, videos and games so that I have space for the apps I need for school.
- I need to be respectful towards others when I talk and work online – *whether at school or at home*
- I will remember the content on the internet is someone’s property and ask teachers/staff to help me seek copyright permission/list references. This includes photos, videos and music, as well as written content.
- I will think carefully about what I read on the Internet, question if its from a reliable source and use the information to help me answer any questions (I should not copy and paste the

information as my answer).

- I will never use another student's BYOD device, even if they say you can.
- I will keep passwords private, only sharing with teachers/staff if asked.
- I will handle equipment safely. Two hands should be used when carrying around laptops at all time.

I will talk to my teacher or another adult if:

- I need help online
- I come across sites that are not suitable for school
- I feel uncomfortable about any online activities.

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I acknowledge and agree to follow these rules. I understand that there may be consequences regarding my own use of school/BYOD digital devices if I do not act responsibly.

Student's Name:

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Student's Signature:

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| <p>Parent Permission</p> <p>I have read/discussed the above guidelines with my child. I also recognise that although a school provides a filtered internet service, full protection from inappropriate content can never be 100% guaranteed.</p> <p>Parent Signature</p> <p>Date: / /</p> |
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