Digital Learning Policy (Internet, Social Media & Digital Devices)

Background

At Huntingdale Primary School we use digital technologies as an integral component of learning and teaching programs and recognise that students and teachers must know how to use them safely and responsibly. Digital devices, including the internet, are now a fundamental part of life in a digital age.

Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office

Purpose

To ensure that all students and members of our 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.
- 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
- That the school is compliant with the Child Safe Standards.
- That we maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

Scope

- This policy applies to all students and staff at Huntingdale 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.

Engaging Minds Together

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

- Huntingdale 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 being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Implementation

- The Principal has the overall responsibility of implementing this policy.
- This policy works in conjunction with the Student Wellbeing and Engagement and Bullying Prevention Policy and to support the implementation of the e-Smart Schools Framework for Huntingdale Primary School.
- The School Council will provide for an ICT budget each year.
- The role of managing ICT and e-Smart will be delegated to staff as part of their role statement.
- The school will have an ICT Team comprising of the school's DET Technician, ICT Leader and classroom teacher. They will liaise with the Principal and Assistant Principal as needed.
- The e-Smart Framework will be used to assist in guiding and implementing cyber safety throughout the school.

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.
- Huntingdale 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.

IPads, Lap Tops and Netbooks at Huntingdale School

- Curriculum and learning at Huntingdale Primary School is supported with the use of iPads, lap tops and netbooks.
- These are supplied by the school through the school budget. Students do not have to bring their own from home.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Huntingdale Primary School, 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.

At Huntingdale 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 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 activities using e-Smart and Creating Our Learning Community (COLC) unit of work at the beginning of each year.
- 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.
- 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 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 parent information nights,

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 the class teacher as appropriate, 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 Huntingdale 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), Huntingdale Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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
  - Discussed in the school newsletter
  - Included in staff induction and child safety training processes and annual staff training
  - Included in volunteer induction processes and training for relevant volunteers
  - Discussed an annual staff briefings or meetings
  - Included in staff handbook or manual
  - Hard copy available from school administration upon request

Evaluation

This policy will be reviewed every two years or following a relevant child safety incident or as needed to comply with DET policy changes.

Document Status

Policy last reviewed	21 June 2022
Consultation	21 June- School Community (Operoo), Staff (email) Previous March 8 2020- Principal September 2018- Principal
Approved by	Principal
Next scheduled review date	June 2024

Huntingdale Primary School
Acceptable Use Agreement for use of ICT and the Internet
General Parent Information

School profile statement

At Huntingdale Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- Have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
    - o provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
    - o respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
    - o know that some online activities are illegal and as such we are required to report this to the appropriate authority
    - o support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cyber smart.
- o [Bullystoppers Interactive Learning Modules - parents](www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx) (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- o [Cybersafety guide - parents](www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)
- o Are working towards e-Smart accreditation and this process helps to create a future where children can grow up in a secure and safe environment.

Huntingdale Primary School
Safe and responsible behaviour when using the Internet and ICT
(Years 2-6)

When I use digital technologies and the internet I **communicate respectfully** by:
- Always thinking and checking that what I write, or post is polite and respectful
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel*.)
- Working to stop bullying. I don't send mean or bullying messages or pass them on to others
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:
- Stop to think about what I post or share online
- Use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Speak to a trusted adult if I see something that makes me feel upset or if I need help
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- Don't deliberately search for something rude or violent
- Turn off or close the screen if I see something I don't like and tell a trusted adult
- Am careful with the equipment I use

At school we/I have:
- Discussed ways to be a safe and responsible user of digital technologies and the internet.
- Presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Huntingdale Primary School
Safe and responsible behaviour when using the Internet and ICT
(Years F-1)

At school we have discussed ways to be a safe and responsible user of digital technologies and the internet.

- Use a website or App as instructed by my teacher
- Speak to a teacher if I need help
- Turn off the screen if I see something I don't like and tell my teacher
- Be careful with the equipment

- Write comments that are kind
- Be kind to my friends

- Don't say mean things
- Don't share personal information
- Don't search for something that the teacher hasn't given me permission to do

- Only my teacher and parents know my passwords

- Stop to think about what I post or share online

I should be safe at home and only use programs I know and the internet with an adult.

My ideas on safe and responsible behaviour

When I use digital technologies and the internet **I communicate respectfully.** This means I:

> (Write or Draw…)

When I use digital technologies and the internet I **protect personal information.** This means I:

> (Write or Draw…)

When I use digital technologies and the internet I **respect myself and others.** This means I:

> (Write or Draw…)

before you

think

t = is it **true?**

h = is it **helpful?**

i = is it **inspiring?**

n = is it **necessary?**

k = is it **kind?**

Student Agreement/Licence

_____

(Principal or Teacher)

acknowledges the commitment of

_____

(Student)

**to being a polite, safe and responsible user of
digital technologies.**

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   Teacher/Principal's signature

Date:_____

Parent Acknowledgment

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- School owned ICT devices (e.g., Desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging
- Internet, intranet
- Social networking sites (e.g., Facebook)
- Video and photo sharing websites (e.g., Youtube)
- Blogs or micro-blogs (e.g., Twitter)
- Forums, discussion boards and groups (e.g., Google groups)
- Wikis (e.g., Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.
- Cloud storage and associated programs

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

Student Name:

School Name: Huntingdale Primary School

School Contact Name:

School Contact No.:   9544 2318

Parent/Guardian Name:

Parent/Guardian Signature:

Date: