

## 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
- (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 Drouin West 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:

- Drouin 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 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.

Drouin West 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 Drouin West 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 Drouin West 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 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.

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.



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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 Drouin West 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), Drouin West 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
- As part of beginning of year processes when ICT agreements are signed

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Aug 2022
Consultation	School Council
Approved by	Principal and School Council
Next scheduled review date	2024



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## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

# 2022 Drouin West Primary ICT User Agreement

## Learning Technologies - Acceptable Use Guidelines

The use of learning technologies at Drouin West Primary School are underpinned by the following guidelines. These guidelines incorporate a variety of moral, legal and professional issues.

It is important that both students and staff develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process the following is a set of guidelines for the safe and responsible use of all learning technologies.

### 1. Acceptable Use of the Internet.

- 1.1. Students must always seek permission from a teacher and be under teacher supervision when accessing online resources.
- 1.2. All staff will take responsibility for notifying the system administrator of any inappropriate material so that access can be removed.
- 1.3. Students are not to look for, view or download inappropriate graphics, sounds or text files at any time. If students are unsure of what is appropriate and acceptable they must ask a teacher for assistance.
- 1.4. Access rights will be revoked for any person accessing or failing to notify teachers of any inappropriate material.
- 1.5. Downloading material from the internet requires permission from the teacher.
- 1.6. If a student should accidentally access a site with inappropriate material on it they should immediately tell the teacher.

### 2. Acceptable Use of Email Facilities



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- 2.1. All users must always use polite and considerate language when using email facilities to communicate.
- 2.2. Appropriate email software will be used throughout the school.
- 2.3. Staff and students will have their own email accounts.
- 2.4. Individuals are not to access or use anyone else's email account at any time.
- 2.5. Sending any personal information (full name, address, phone numbers etc.) via the school email system is strictly prohibited.
- 2.6. If a student receives an email message that makes them feel uncomfortable, they are required to immediately tell the teacher.

### **3. Publishing Work Using Learning Technologies**

- 3.1. Students should thoroughly check their work before attempting to publish it using learning technologies. This should include spelling, grammar, appropriateness of graphics, sounds, topic etc.
- 3.2. Students and teachers must consider copyright laws at all times when copying any material for use in their work.
- 3.3. If work is to be published online, permission must be gained from the owners of any material copied or used within their work.
- 3.4. Any student work deemed suitable for public viewing (e.g. via the internet, email projects) can only be published after the appropriate parent permission documents have been completed by the student's parents/guardians.
- 3.5. Work published for viewing or use only within the school setting does not require parental permission.
- 3.6. All material published by members of the school community must promote the school in a positive manner.

### **4. Copyright Programs and Music Files (Unauthorised)**

- 4.1. Students and teachers must consider copyright laws at all times.
- 4.2. Students and staff are prohibited from downloading or distributing unauthorised copies of digital material.

## 5. Consequences for Disregard of the Acceptable Use Guidelines by Students

Students of Drouin West Primary School will be given every opportunity to utilise the extensive learning technologies available to them. They also have a responsibility to use learning technology sensible and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put into place.

5.1. **First Offence:** Short term (one week) suspension from using **any** learning technologies within the school.

5.2. **Second Offence:** Long term (one month) suspension from using **any** learning technologies within the school. A letter will be sent home and a meeting with parents/guardians will be required.

5.3. **Any Subsequent Offences:** Any subsequent offences will be dealt with under school-wide discipline procedures as outlined in the student code of conduct.

### 5.4. Notes:

- All offences should be reported to the Principal or Assistant Principal.
- Should a deliberate or particularly offensive act occur, step one may be bypassed to second offence.

## Parent/Guardian Learning Technology Agreement

I have read and discussed the Learning Technologies: Acceptable Usage Guidelines with my child and I understand that online access is designed for educational purposes at Drouin West Primary School. I also recognise that although the school has monitoring procedures in place to restrict access to controversial content, this is not always possible.

I give permission for my child/ren to

- access online content for information within their classroom program
- publish written work online using their first name only
- publish artwork online using their first name only
- send and receive emails using Drouin West Primary email accounts
- access online learning activities in which personal identifiers such as their first names are stored including:  
Reading eggs, Google Classrooms.

I Agree



Parent/Guardian Name (Signature)

Short-answer text

### Student Learning Technology User Agreement

Declaration: When using digital learning technologies at Drouin West Primary School, I will:

- Access online resources only within the area specified by my teacher
- Not give out personal information such as my surname, address, telephone number, parent's work address or telephone number
- Never send a person my picture or anything else without first checking with my teacher
- Always check that I have my teacher's permission before sending an email
- Not respond to any messages that are mean or in any way make me feel uncomfortable
- Alert my teacher **immediately** if I receive any digital communication that makes me feel uncomfortable in any way
- Not use any unauthorised 'copied' software, or any files brought from home without first checking with my teacher.

**If I come across any information that is inappropriate or makes me feel uncomfortable, I will close out of the screen and tell a teacher immediately.**

I have permission from my parents / guardians to:

- Access online content for information relevant to my classroom learning.
- Publish written work online, after checking with the teacher, using my first name only.
- Publish artwork online, after checking with my teacher, using my first name only.
- Send and receive email from other Drouin West Primary School students.

I have read the *Primary School Learning Technologies - Acceptable Use Guide* with my parents / guardians and understand the content within it.





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I understand that I need to use learning technology at Drouin West Primary School in an appropriate manner and in accordance with the Acceptable Use guideline. If I do not, I will face the consequences as listed in the guideline.

I Agree



Student Name (Signature)

Short-answer text

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