Digital Learning (Internet, Social Media and Digital Devices)   Minimum Standards

Help for non-English speakers

If you need help to understand the information in this policy please contact Yea 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 including the use of shared iPads and laptops.

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

SCOPE

This policy applies to all students and staff at Yea 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:

- Yea 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.

Yea 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 interconnected 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 Yea Primary School

Yea Primary School currently does not operate a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Yea Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote learning for all, equipping students with the skills and knowledge to navigate the digital world.

At Yea 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 iPads and laptops.
- 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 the relevant 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 Yea 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), Yea 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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs

- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	15th November 2021
Approved by	Principal and School Council 15th November 2021
Next scheduled review date	15/11/2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

ICT

(Information Communication Technology)

Acceptable Use Agreement

SCHOOL STATEMENT

At Yea Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces*. 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. We request that parents/guardians work with us and encourage this behaviour at home.

Our students, through cyber-safety programs and personal/interpersonal development programs are taught how to demonstrate appropriate behaviours whilst using digital technologies. Students will be taught to respect others online, how to use information found on the web, and to observe protocols such as keeping passwords secure and not discussing personal information online.

At our school we:
- ·   Provide shared iPads and laptops.
- ·   Allow students to use their own devices for learning in line with the BYOD (Bring Your Own Device) program.
- ·   Have a **Student Engagement Policy** that outlines our school's values and expected student behaviour, this policy includes online behaviours;
- ·   Have programs in place to educate our students to be safe and responsible users of digital technologies;
- ·   Educate our students about digital issues such as online privacy, intellectual property and copyright;
- ·   Supervise and support students using digital technologies in the classroom;
- ·   Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity and other measures;
  See: Duty of Care and Supervision
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
  are a member of the eSmart Schools initiative, information on which can be found at

  https://www.esmartschools.org.au;
- ·   provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed however it is continually monitored and updated;
- ·   use online sites and digital tools that support students' learning;
- ·   Under supervision, allow specific students in controlled environment to access OFFICE 365 and Department brokered services e.g. Minecraft: Education Edition
- ·   Allow restricted Cloud Data sharing of basic information e.g. Name, username and title (Student)
- ·   address issues or incidents that have the potential to impact on the wellbeing of our students;
- ·   promptly refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- ·   support and encourage parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- o Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- o iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)
- o Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

STUDENT DECLARATION

Safe, responsible behaviour

When I use digital technologies 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 feel (*ask students to reflect on how they would feel*.)
- · not sending mean or bullying messages or forwarding them to other people.
- · creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 I **respect myself and others** by thinking about what I share online. This means I:

- · always a stop to think about what I post or share online

- · use spaces or sites that are appropriate, 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 teacher or trusted adult if I see something that makes me feel upset or if I need help

- · speak to a teacher or 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, violent or inappropriate

- · turn off or close the screen if I see something I don't like and quickly tell a teacher or trusted adult

- · am careful with the equipment I use.

talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online

talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours

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carefully consider the content that I upload or post online knowing that this is a personal reflection of who I am and what people think of me

At school we/I have:

· discussed ways to be a safe, responsible and ethical user of digital technologies.

· presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies and the internet.

In general, when using technology to support my learning I will:

· support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

· educate other students to be safe and responsible users of digital technologies.

· raise others students' awareness of issues such as online privacy, intellectual property and copyright.

· ensure that myself and others are using digital technologies for educational purposes.

· respond to issues or incidents that have the potential to impact on the wellbeing of others.

· not participate in online activities that are illegal, and understand that any behaviour of this nature may be reported to the police.

· Only use software and apps that I am supposed to, and understand that staff may take action (including deleting apps/software) if inappropriate material is found on a device.

· support my parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that can be implemented at home.

· take all measures possible to ensure that any device I use, personal or other, is not stolen and/or damaged. This includes leaving my device lying around on tables, even in locked classrooms.*

· let security software owned and operated only by Yea Primary School monitor my device for DET security and network policy enforcement.

· not use pirated software or a VPN (Virtual Private Network) while at school.

*The school will take no responsibility for personal devices that have been lost, stolen or damaged.

School Owned Technologies

School owned devices and infrastructure relate to any property that has been purchased, donated or leased to the school. This includes but is not limited to:

Desktop computers

A/V Display units

Laptop computers

Printers / photocopiers / laminators

Storage equipment

Computer peripherals

Digital Technology (ie. Robotics)

Computer Tablets

Projectors

Portable devices

Cameras

Ownership

· The school retains ownership of any device being used by students that is deemed property of the school device fleet.

· Parents/students should be aware that files stored on school devices, or on the school's server, are not private.

· If the student leaves the school, any devices being used by the student that is belonging to the school must be returned in an appropriate state.

Damage or loss of equipment

· All school devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

· Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the teacher/school.

· Students may be required to replace lost or damaged chargers as per the Principal's discretion.

· In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.

· In the case of suspected theft of a school owned device, a police report will be made by the school and a copy of the report provided to the necessary parties.

· If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device.

· The Principal will determine if a lack of duty of care has been taken by the student if theft or damage occurs.

· If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

· Any student found to have installed malicious and or damaging software on a device will have network connectivity and access disabled. Only after their device has been restored, reset and or updated will access be granted once again.

User responsibilities

Students are responsible for:

. ensuring that they respect school owned devices and technologies.

· backing up their data and files securely, such as using cloud based services.

· carrying devices in an appropriate manner at all times when moving between spaces and classes.

· adhering to this Acceptable Use Agreement when using the device at all times.

· Keeping any Food or Drink away from devices at all times.

· The Laptop they are assigned at the beginning of each school year.

Please ensure you have signed the acknowledgment pages to indicate you understand and agree to comply with this agreement.

I will use this knowledge at school and everywhere I use digital technologies

(PLEASE SIGN & RETURN THIS PAGE TO THE SCHOOL)

STUDENT COMMITMENT – ACKNOWLEDGEMENT

Student Agreement/Licence

principal or teacher

acknowledges the commitment of

student

(one student name per agreement)

to being a polite, safe, responsible and ethical 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