

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 Reservoir 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:

- Reservoir primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)

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

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.

Reservoir 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 Reservoir 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 Reservoir 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Reservoir Primary School's Acceptable Use of Technology Agreement and the Reservoir Primary School Student e-Smart agreement.

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), Reservoir 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
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- 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	March 2021
Approved by	Principal and School Council
Next scheduled review date	March 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



Dear Parent / Caregivers

As part of our ongoing development of e-Learning we have reviewed our policies and procedures with the use of digital devices and online etiquette. As a result of this we have developed an ICT / Cyber Safety Agreement form for students.

This agreement outlines the expectations for acceptable and safe use of digital devices. This includes computers, iPads, digital cameras and other technologies. It needs to be signed by all students and a parent / caregiver.

Teachers will have gone through the agreement with the students and discussed what it means. Cyber safety and ICT skills will continually be addressed throughout the year.

Please take this opportunity to reinforce with your child appropriate use of technology especially when using social media e.g. Facebook, Minecraft etc. We strongly suggest that any devices used by your child should be in a general family area where they, and the content they are looking at, can be monitored.

While we cannot guarantee that your child will not gain access to inappropriate material we have taken steps to ensure that children are as safe as practical. These include:

- only allowing supervised internet and e-mail use
- where possible teachers preselecting and screening sites for student use
- teaching sessions to reinforce appropriate use and how to keep safe on the net.

Please read through the enclosed information carefully and return the signed agreement to your child's teacher as soon as possible.

If you have any questions or require further information please contact your child's teacher.

Kind Regards

Helen Miller

Principal

Reservoir Primary School



Student e-Smart Agreement

- I will use the Internet, e-mail, mobile phones or any ICT device only for positive purposes, not to be rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
- I will not give out personal information, including full names, date of birth, telephone numbers, addresses, photos, school name and email address.
- I will not respond to any messages that are offensive or that in any way make me feel uncomfortable (it is not my fault if I receive messages like that) and if I do, I will tell a teacher right away.
- I will talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- I will respect the privacy of my fellow students and teachers when using the internet, email and any other social media.
- I understand that everything I post online will leave a digital footprint (even if I delete it).
- I will respect all school ICT equipment (computers, iPads, digital cameras, flipcam recording devices, printers...) and will treat all equipment with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems
 - Following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible.
 - Reporting any breakages/damage to a staff member.
- I will not attempt to log on to the computer with a user name or password of another student.

- I will not tell anybody my password apart from my teacher and parents.

School council approved this policy on 1st April 2019

e-Smart Student Contract



Student

If I do not follow cyber-safety practices I understand that I have broken this contract and that the school can take away my privilege of using ICT equipment for a period of time. The school will also inform my parents / caregivers. My family may be charged for repair costs. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Students Name _____ *Group* _____

Signature _____ *Date* _____

Parent/Caregiver

My responsibilities include:

- Discussing the information about cyber-safety with my child and explaining why it is important.
- Supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies.
- Contacting the principal to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Parent/Carers Name _____

Signature _____ *Date* _____

