

DIGITAL LEARNING (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 school office ph. 9707 1510 or email beaconsfield.ps@education.vic.gov.au

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 Beaconsfield 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:

- Beaconsfield 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.

Beaconsfield 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.

Digital Devices at Beaconsfield Primary School

Classes at Beaconsfield Primary School are supported through the use of iPads and computers provided by the school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Beaconsfield 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 Beaconsfield 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
- 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 Wellbeing and 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.

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 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.

Our school has established classroom blogs using the Wordpress platform for teachers to showcase classroom activities. Parents and peers can provide appropriate feedback and comments on the blogs. Parents are welcome to contact the school if they have any questions or concerns about students participating in this forum.

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 Beaconsfield 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), Beaconsfield 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
- Referenced in staff induction handbook and child safety training processes
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

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

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

<https://www.education.vic.gov.au/Documents/about/programs/bullystoppers/AUA%20Primary%20Final.pdf>

Primary Template

Guidelines

The Department has provided this template for schools to modify in order to develop their own Acceptable Use Agreement, (AUA) relevant for their school context. Please note, the AUA is not a legal document.

The AUA is an opportunity to describe the programs and processes a school has in place to support students to be safe, ethical and responsible users of digital technologies. It outlines the expected behaviour of students and seeks informed agreement.

Schools are encouraged to promote and discuss the AUA at parent information sessions and support parents with regular updates and resources to help them at home.

Inclusion of student voice in the AUA can support ownership by students, assist with addressing relevant issues and share knowledge of current technologies and social media sites.

A school's AUA must be accurate, distributed to all students and their families and reviewed regularly.

Schools also need to consider their responsibilities in protecting students' personal information and privacy when using digital technologies:

See: [Online Services](#)

<https://edugate.eduweb.vic.gov.au/Services/legal/Information%20Sheets%20%20Documents/Information%20Sheet%20-%20Online%20Services.pdf>

Parents must be fully informed of the sites their children are joining. Schools need to create student email accounts which are non-identifiable to facilitate the use of digital technologies and the internet:

See: [Student accounts](#)

www.education.vic.gov.au/school/teachers/support/pages/tecsupport.aspx

Using the template

Schools may use this template as a guide to develop their own AUA. Schools can modify content to make it relevant to their school context.

A final AUA should include:

- **A school profile statement** describing how the school educates students to be safe, responsible and ethical users of digital technologies
- **An educational rationale** outlining the programs, technologies and approaches the school is using to support student learning with digital technologies. Schools could include a list and description of the online services they are using, and describe their approach to managing students' personal information and data when using those digital tools
- **A student declaration** outlining the conduct expected of students when using digital technologies. This should be aligned to a school's Student Engagement Policy
- **Acknowledgement** section for students and parents to declare their understanding of the AUA by providing their signature

Schools may also include:

- **Information** on ownership, use, care and support of devices where appropriate. Schools can also include the sites or processes for software / App access and updates. The agreement should adhere to the Personal Device Policy considerations of affordability, device choice, equity and in engaging the school community (see: www.education.vic.gov.au/school/principals/spag/management/Pages/personaldev.aspx)

More information to support schools is available in this digipub <http://www.digipubs.vic.edu.au/pubs/planning-for-1-to-1/planning-for-1-to-1-overview>

*This section describes the positive actions of the school to support and educate students to be safe, responsible and ethical users of digital technologies. **Modify text to reflect school arrangements.***

School profile statement

At {School Name_____} 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 we have of our students when using digital or online spaces.

At our School we:

- 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 (*Schools - Include any specific programs or approaches the school undertakes*);
- 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 earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support 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:
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)

*This section describes standard expected behaviours when using digital technologies. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Inclusion of student voice will increase ownership and relevance. **Modify text to support school arrangements.***

Safe, responsible and 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:

- 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 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, 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.

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

This section can be used with students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. It may be included as part of the final Acceptable Use Agreement sent home to parents for discussion and agreement.

My ideas on safe and responsible behaviour

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

(write or draw...)

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

(write or draw...)

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

(write or draw...)

This certificate is a record of a student's agreement to be a safe, responsible and ethical user of digital technologies. Provide after working through the discussion points and student's own ideas. It may be retained as part of the Acceptable Use Agreement sent home to parents and could also be saved as a screen background on a student's personal device.

Student agreement/licence

Student agreement/licence

(principal or teacher)

acknowledges the commitment of

(student)

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



This section describes ownership, care, use and support of school owned devices. Remove this page if not applicable or modify text to reflect school arrangements.

1-to-1 devices - considerations for inclusion

Ownership and insurance

Damage or loss of equipment

User responsibilities

Use at home/ School support

Software / App updates and processes

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. The Department has a range of resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy. For more information, access:

Planning for 1-to-1 Learning DigiPub - This publication provides advice on what schools need to consider when making informed decisions about 1-to-1 program (see: <http://www.digipubs.vic.edu.au/pubs/planning-for-1-to-1/planning-for-1-to-1-overview>)

Here are three Victorian School examples.

Milgate Primary School

http://www.milgateps.vic.edu.au/app/webroot/uploaded_files/media/11_ipad_program_acceptable_use_policy.pdf

Emerald Secondary

https://www.emeraldsc.vic.edu.au/site/assets/files/7062/1to1_handbook_2017.pdf

Warrenwood Primary School

http://www.warrenwood.vic.edu.au/uploaded_files/media/aua_for_ipad_program.pdf

This AUA applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree 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 I do not behave appropriately.

Student name: _____

Student signature: _____

School contact name for support and /or agreement : _____

School contact no.: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____