	DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)	**Reviewed: November 2023** **Review: November 2025**

Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 93064144.

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, ipads)
- 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
- our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Glenroy Central 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:

- The 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.

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.

Glenroy Central 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 Glenroy Central 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 Glenroy Central 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 eSmart and CyberSmart
- 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
- require signed parent and student consent to be completed in order for students to gain access to the internet
- 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.
- respect the privacy of students, parents, staff and other users must be recognised and respected at all times.

Distribution of school owned devices to students, such as during remote and flexible learning, 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 any 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 Learning Community Team Leader 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

Students in Years 3-6 have begun using Google Suite for Education. Parents have been provided with an "opt out" form and are welcome to contact the Assistant Principal if they have any questions or concerns about students using this platform.

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 the school's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy and Acceptable Use 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), Glenroy Central Primary will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy and the Acceptable Use Agreement, by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. These include:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges

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 and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions/nights as required
- Hard copy available from school administration upon request

Evaluation

This policy has been endorsed by the principal and will be reviewed as part of the school's three-year review cycle.

ACCEPTABLE USE AGREEMENT

Foundation-Year 2

Name:

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

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

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

![Glenroy Central Primary School logo]

ACCEPTABLE USE AGREEMENT
Year 3-6

(Permission to cover the duration of the student's schooling at Glenroy Central P.S.)

Student Agreement

I agree to use the School Network &Internet in a responsible manner, and if I find myself in unsuitable locations I will immediately click on <u>HOME</u> or turn the monitor off and inform the teacher.

When I use the Internet, I have responsibilities and rules to follow.

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 will:
 ➢ protect my friends' information in the same way
 ➢ protect my passwords and will not share them with anyone except my parents/teachers
 ➢ only ever join spaces with my parents or teacher's guidance and permission
 ➢ never answer questions online that ask for my personal information
 ➢ only use Google Apps (including email and online storage) for school purposes

When I use digital technologies I **respect myself and others** by thinking about what I share online.
This means I will:
 ➢ stop to think about what I post or share online
 ➢ protect my friends' full names, birthdays, school names, addresses and phone numbers
 ➢ not 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
 ➢ be careful with the equipment I use
 ➢ not send mean or bullying messages to other people

I will talk to my teacher or another adult if:
 ➢ I need help online / I am not sure what I should be doing on the internet
 ➢ I come across sites which are not suitable for our school
 ➢ Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
 ➢ I am being bullied online
 ➢ I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school if I do not act responsibly.

Students Name: _____(please print)

Students Signature: _____

Date: ____/____/____

Parent/Guardian Agreement

I agree to _____ using the internet at school for education purposes in accordance with the Student Agreement above. I understand the school provides adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: ____/____/___