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 on (03) 9772 3471.

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 [our 1-to-1 personal device program or insert other appropriate programs as relevant to your 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 Bonbeach 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:

- Bonbeach 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.

Bonbeach 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.

Personal Devices at Bonbeach Primary School

Bonbeach Primary School does not operate a Bring Your Own Device (BYOD) program. Students are discouraged from bringing any personal electronic device to school.

Should students choose to bring a personal device to school, note that our school does not have insurance to cover damage to students' devices.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Bonbeach 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 Bonbeach 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 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.

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 Bonbeach 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), Bonbeach 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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions as required
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Consultation	July 2024 – Education Sub-Committee and School Council
Approved by	Principal
Next scheduled review date	July 2026

APPENDIX A: ACCEPTABLE USE AGREEMENT

Digital Learning Acceptable Use Agreement

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The computer network of Bonbeach Primary School has been provided for us to use as a tool in our classrooms and STEM room. We will be able to use the computers to get information from around the world to help us learn.

Care and Usage of the Equipment

- I will take great care when using the computer equipment throughout the school.
- I will not eat or drink near the computers.
- I will only use the computer with a teacher's permission.
- I will not copy, download or put my own software on the school computers as this may cause a virus.

Work Habits

- I agree to follow all teaching instructions when using the computers.
- When using the World Wide Web, I will only search for information about my work.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Bonbeach Primary School.
- I will not submit other people's work as my own.
- My behaviour will be responsible and courteous at all times.
- I will work cooperatively and conscientiously at all times.
- I will only access sites relevant to my work or as instructed by a teacher.

Personal Safety

- I will use only my first name when communicating with other people.
- I will not give out mine or anyone else's name, address or phone number.
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.
- I will not meet anyone I have met "on-line" without my parents' permission.

I have discussed this with my parents and agree to follow all of these rules. I understand that breaches of the rules will result in me losing my rights to use the internet/intranet and/or the computers for a period of time determined by my teacher.

Student's Signature: _____ Date: _____

I agree to allow my child to access the internet/intranet and that if he/she does not follow the above rules their privilege of use of the internet/intranet or the computers in the school may be revoked.

I **do / do not** consent to my child having their photo/work published on the school's Internet site.
I **do / do not** consent to my child corresponding with others, using email.

Parent's Signature: _____ Date: _____

Student eSmart Agreement

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Teachers will use this document to discuss and teach the safe and responsible online behaviours that the school expects of its students. Parents should discuss this document with their child to ensure the safe and responsible online behaviours while outside of the school environment.

When I use digital technologies I:

Communicate respectfully by thinking and checking that what I write or post is polite and respectful. This means:

- Never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- Not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link)

Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means:

- Protecting my friends' information in the same way
- Protecting my password and not sharing it with others
- Only joining a space online with my parent or teacher's guidance and permission
- Never answering questions online that ask for my personal information.

Look after myself and others by thinking about what I share online. This means:

- Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help
- Speaking to a trusted adult if someone is unkind to me
- Speaking to a trusted adult if I know someone else is upset or scared
- Stopping to think about what I post or share online
- Using spaces or sites that are right for my age
- Not deliberately searching for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- Being careful with the equipment I use

All misdemeanours occurring at school will be adjudged and documented by the classroom teacher. The teacher will refer to the Student Engagement and Wellbeing Policy for further action.

I have discussed this with my parents and teacher agree to follow all of these rules. I understand that breaches of the rules will result in me losing my rights to use the internet/intranet and/or the computers for a period of time determined by my teacher.

Student's Signature: _____ Date: _____