

# 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 on 03 5332 1301.

## 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 for students from grades 3-6.
- (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 Dana Street 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 also follow our school's Acceptable Use Policy

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Dana Street 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)

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## 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**

Dana Street Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. At Dana Street Primary School we believe it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of digital devices. In conjunction with this policy Dana Street Primary School has an annual student agreement to assist this process, which is a set of guidelines for the safe and responsible use and ongoing care of our Digital Learning equipment. This policy and the annual student agreement incorporates a variety of ethical, legal and professional issues.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Dana Street 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

### **1:1 Netbooks at Dana Street Primary School**

Students in 3-6 classes at Dana Street Primary School utilise netbooks to deliver learning daily. Our school operates a 1:1 program from Grade 3, which means families have the opportunity to lease a device through the school for their child to use at school and home. Students must bring their leased netbook fully charged with them to school each day ready to be used in a range of learning activities.

The school engages with a supplier to obtain superior quality devices for an optimum price, for families to lease or purchase for their child’s use.

Please note that our school does not have insurance to cover accidental damage to students’ netbooks, and parents/carers are encouraged to consider obtaining their own insurance for their child’s netbook.

Dana Street Primary School has arrangements in place to support families who may be experiencing long or short-term hardship to access netbooks through the school’s leasing arrangements. We have a number of spare netbooks that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our 1:1 leasing program are encouraged to contact the Assistant Principal.

### Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Dana Street Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Dana Street Primary School, we:

- begin each year with each student, class and family reading through our digital technologies acceptable use agreement
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- conduct Privacy Impact Assessments (P.I.A.s) on new or amended or software (free or licensed) that handles information, such as Class Dojo.
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including our licence program, that has been developed to enhance student understanding through a step by step process
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online. Including being a registered eSMART school and providing regular digital safety lessons
- 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
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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Distribution of school owned devices to students and personal student use of digital technologies at Dana Street Primary 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 school leadership team, 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.

### Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Dana Street Primary School [Statement of Values, Student Wellbeing and Engagement policy, Acceptable Use Agreement, Mobile Phones- Student Use policy and Bullying Prevention](#) policy.

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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), Dana Street Primary School will institute a staged response, consistent with our policies and the Department's [Student Engagement and Inclusion Guidelines](#).

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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
- Verbal warning to student
- Suspension from the use of a device as outlined in the digital technologies responsible use agreement
- other consequences as outlined in the school's [Student Wellbeing and Engagement and Bullying Prevention](#) policies.

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

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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways: Available publicly on our school's website [or insert other online parent/carer/student communication platform]

- 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
- 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	[insert date]
Consultation	School Council – 21 <sup>st</sup> August 2023
Approved by	Principal and School Council
Next scheduled review date	August 2025

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement



### 2023 Digital Technologies

#### Responsible use agreement for the students of Dana Street Primary School

At Dana Street Primary School we believe it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of digital devices. In order to assist this process, our acceptable use agreement is a set of guidelines for the safe and responsible use and ongoing care of our Digital Learning equipment. This agreement incorporates a variety of moral, legal and professional issues.

#### **Digital Learning at Dana Street includes the use of:**

- All computers and their parts.
- Microphones and headphones computers.
- Printers
- IWBs and big screens
- iPads/tablets/cameras

#### Use of computers and other digital devices:

The care and correct use of our Digital Learning equipment is vitally important to the ongoing success of our teaching and learning.

#### **(a) General Rules of usage**

- Hands should be clean at all times when using any digital based equipment.
- No food or drink is permitted near any digital devices at any time.
- Modifying any settings on the computers, netbooks and iPads belonging to the school (e.g. backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- Any class tasks or documents that need to be transferred between home and school need to have teacher permission and supervision. This can include items from the Internet, via email, memory sticks, etc.
- If in doubt about what is permitted at any time, students must ask a teacher, Assistant Principal or Principal.

#### **(b) Caring/Using other equipment in our school**

- **Printers**- Students should only print when they have permission from a teacher and use the printer they have been allocated.
- **Ipads/Digital cameras**- Should be used under the direction of a staff member, packed away carefully and returned to the appropriate storage areas.

### **Use of the Internet**

At Dana Street Primary School the internet is an important resource in many teaching and learning programs. The Internet is to be used only for educational purposes.

#### **(a) Acceptable use of the Internet**

- Students must always seek permission from a teacher before accessing the internet and/or downloading any material. Access will only be granted to sites deemed appropriate by the teacher or accessed through appropriate search engines.
- If a student accidentally accesses a site with unacceptable material on it, they should immediately minimise the page and tell a teacher.
- Cyber bullying or any form of intimidation using sites on the Internet will not be tolerated by the school or its community. If a student receives a message via a social media app, site or game that makes them feel uncomfortable or upset, they should immediately tell and show a teacher and/or parent.
- Students **must not** access or try to view apps or games that are not recommended for their age group, eg Facebook, You Tube, Instagram, Fortnite etc at school.
- Students **may not** access personal email accounts at school.

### **Using the school network and s:/**

- All students have access to the student drive which is called s:/. In this drive each class has a folder that they can access for school based tasks. Inside the class folder is a folder for each student.
- Students **must** access their own folders only, and **must not** access or delete any other student's work.

### **Publishing work using a Digital Device**

At Dana Street Primary School, we stress the value of quality in our work, and require that all students work be thoroughly checked before it is published. This includes multi-media presentations, projects for display on the school web site, presentation days and special events, outgoing emails, and class displays.

Students' photos will not be used in the publication of work unless parental permission has been granted.

#### **(a) Acceptable Quality of Published Works**

- All pieces of work are to be completed to each student's full potential and approved by a teacher.

#### **(b) Copyright laws**

- Students and teachers must consider copyright laws at all times when copying any type of material for use in their own work.
- If student work is to be published only within the school setting (eg books, poster, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list. This is a skill taught from Grade Three.
- If student work is to be published on the World Wide Web, permission must be granted from the owner or any material copied or used within their work (eg pictures, sound, etc). Such permission maybe given through email contact or written request.

#### **(c) Permission for publication of student work**

- All student work deemed suitable for public viewing can only be published after respective student's parents/guardians have completed the appropriate permission form. Personal details for students (close up facial photos, full name, address, phone number etc) are never to be included with published work.
- Work to be published for viewing or used within the school setting does not require parental permission.



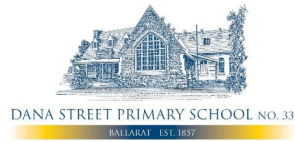
### **Consequences for disregard to the agreement**

Students at Dana Street Primary School have a right to use the extensive Digital Equipment available to them. They also have the responsibility to use it sensibly and maturely. The following consequences will apply for misuse of equipment:

1. First offence: Verbal warning to student.
2. Second offence: Short term (one or two week) suspension from using that item within the school. A Letter home or phone call may be made by the teacher/Assistant Principal.
3. Third Offence: One month or term suspension from using that ICT item within the school. Letter or phone call home to arrange a meeting with parents.
4. Any subsequent offences will be dealt with under school wide suspension procedures, as outlined in the student code of conduct.

\*Please note that teachers will determine consequences in each circumstance. It is possible that consequences will be bypassed or reordered, depending on severity and intent.

All misuse or offences shall be reported to the Principal, Assistant Principal and classroom teacher. These will be kept on record on the school Sentral database.



**2023 Acceptable Use of Digital Technologies Agreement Form**

January 2023

Year 3-6 students.

I \_\_\_\_\_ have thoroughly read and understood the acceptable use agreement document both at home and in class.

- I agree to follow these guidelines and will be a responsible learner when using digital devices at Dana Street Primary School.
- I will take part in digital citizenship lessons and will do my best to be a safe user of digital devices.
- If I see behaviour that upsets or concerns me in regards to a digital device I will speak to an adult I can trust.
- I have discussed this with my parents/guardians and understand the consequences that are put in place if I break this agreement.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian Name \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_