



# 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 including our 1-to-1 personal device program
- (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 Gardenvale Primary School.

Staff use of technology is governed by the 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:

- Gardenvale 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 Technology at Gardenvale Primary School

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.



## GARDENVALE PRIMARY 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.

Gardenvale 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 and healthy young adults.

### Personal Devices at Gardenvale Primary School

Our school operates a Bring Your Own Device (BYOD) program from Year 4-6, which means students must bring their own purchased or leased device with them to school each day.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Gardenvale Primary School has made special arrangements with Edunet, who offer discounted prices for the lease or purchase of devices for our students.

Gardenvale Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- is fully charged each morning
- has battery that lasts the whole day (approximate 5-6 hours daily usage)
- be brought to school in a protective case
- has at least 120 GB of storage, 4GB Memory
- operates on Windows 10 Home, Windows 10 Education or Windows 10 Pro
- not be a Mac laptop/device.

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to read our BYOD policy and/or contact Michele Jones Digital Technologies Manager.

### Safe and Appropriate Use of Digital Technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Gardenvale Primary School, we are committed to educating all students to use digital technologies and safely equipping them with the skills and knowledge to navigate the digital world.



At Gardenvale 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. Classroom computers or electronic devices may not be used by students during recess and lunch, due to lack of teacher supervision
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- 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
- have parent and student agreement to the 'Internet/Email Code of Practice' in order for students to gain access to the internet, or to publish work, photos or videos on the internet.
- provide students in Years 4-6 with a school email accounts, their own password protected internet account and log on
- 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
- encourage students to notify their teacher of any inappropriate material so that access can be blocked. All staff shall be responsible for notifying the Digital Technologies Manager of any inappropriate material so that access can be blocked
- 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/or information sessions
- notify the Digital Technologies Manager/the classroom teacher of any cyber-bullying, so that the appropriate measures can be taken by the school
- endeavour to ensure that information published on the internet by students or the school is of a high standard, and meets relevant legal requirements, including in relation to copyright, safety and decency etc
- will identify students online, only by the first name and the initial of their surname.

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 the classroom teacher, Digital Technologies Manager, Assistant Principals/Principal 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

Gardenvale Primary 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/carer 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 current 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 Gardenvale 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), Gardenvale Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in any of 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 and Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in staff induction processes and staff training
- Link included on staff drive



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- Link included in transition and enrolment packs
- Discussed at student forums/through communication tools as required
- Made available in hard copy from school administration upon request

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	ICT Manager: 25/7/22 Staff: 30/8/22 Education Subcommittee: 31/8/22 Community Consultation: 18/7/23
Approved by	Principal: 9/9/22 School Council: 25/10/22
Next scheduled review date	August 2024



## INTERNET / EMAIL CODE OF PRACTICE

### **Student Agreement**

I agree to use the Internet and email at our school in a responsible manner and only for the purposes stated by my teachers. If I find myself in unsuitable online locations I will immediately click on the home or back button and inform my teacher.

When working on the internet at school I will:

- Only work on the web for purposes specified by my teacher or the school
- Not give out personal information such as my surname, address, telephone number, or the work address/telephone number of my family members.
- Never send a person a photo of myself without first checking with my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- Not use material from other websites unless I have permission from the person who created the material or if I acknowledge the source. If I am unsure I will check with my teacher.
- Not use the internet to frighten, annoy, threaten, intimidate or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that if I break these rules I will lose my Internet / email access rights for a period of time as determined by my teacher, the Principal or the ICT Manager.

**STUDENT NAME:**


**DATE:**

### **Parent/Guardian Agreement:**

I understand that the Internet can provide students with invaluable learning experiences. I accept that while teachers will always exercise a duty of care, ultimately, protection against exposure to inappropriate information depends upon responsible use by students. I believe my child understands this responsibility and I hereby give permission for my child to access the Internet in accordance with school policy and rules. I understand that any student breaching these guidelines will be subject to appropriate action, which will be undertaken by the school. This may include loss of Internet / Email access for a given time and the student's parents being immediately contacted by the Principal. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I give permission for my child to: -

- Access the Internet within school guidelines and programs
- Send and receive emails to/from other people and organizations as approved by the school
- Publish their own material on Gardenvale Primary School's Website using their first name only

**PARENT SIGNATURE:**


**DATE:**