



Ainslie Parklands Primary School

Respect - Responsibility - Resilience

DIGITAL LEARNING POLICY *(Internet, Social Media and Digital Devices)*

Latest DET Update: 26 April 2022

First Developed: February 2018

Updated: May & September 2019, August 2020, June 2022



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9870 1566 and an interpreter can be arranged.

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 Ainslie Parklands Primary School (APPS).

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:

- APPS'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)

Ms Jane Capon
Principal

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DEFINITION

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

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.

APPS 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 APPS, 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 APPS 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 and Wellbeing Policy* that outlines our School’s values and expected student behaviour, including online behaviours
- students (and signed by parents) 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

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- 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 studio teachers/ICT rotation 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 APPS's *Statement of Values and School Philosophy, 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), APPS 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

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- 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 processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

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|--|------------------------------------|
| <i>Policy last reviewed</i> | June 2022 |
| <i>Consultation</i> | June 2022 (School Council) |
| <i>Approved by</i> | Principal - Jane Capon |
| <i>Next scheduled review date</i> | June 2024 |
| <i>Note</i> | Policy mandatory for VRQA purposes |
| <i>Child Safe Standards</i> | Standard 9 |

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ANNEXURE A: ACCEPTABLE USE AGREEMENT YEARS 3-6 (2022)



Acceptable Use of Technology Agreement Years 3-6 Ainslie Parklands Primary School

Respect

- I will be supportive and respectful of others and their property.
- I will use equipment in a considerate way.
- I will follow teacher instructions in regards to appropriate use.
- I will only take photos and record sound or video for use with school tasks.
- I will be respectful of others and their privacy before taking photos and recording any media types (including teachers). **I must seek permission from individuals.**
- I will seek appropriate permission to publish or send media to anyone else or to any online space.
 - I will respect the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources.
- I will not use the digital identity of another person.
- I will not interfere with network security.
- I will show that I am a responsible Digital Citizen by following the eSmart advice from school.
- I will be aware of what I post, say or put online and think about my digital footprint.

I have read and understood ways in which to be respectful with school iPads/Laptops.

I will follow these guidelines.

Student signature

Parent signature

Resilience

- I will use iPads / Laptops in a safe, responsible and ethical manner.
- I will tell a teacher or my parents if I feel uncomfortable or unsafe online.
- I will tell a teacher if I see others involved in, or participating in, inappropriate or unsafe behaviour.
- I will communicate respectfully and responsibly online, and only chat to people in an online space, who I know and trust in real life.
- I will protect my privacy rights and those of others by protecting personal details, including name, address and birthday.
- I will never post or forward private information.
- I will only access websites and Apps that have been approved and are appropriate for my school learning program.

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APPS: Acceptable Use of Technology Agreement Years 3-6 continued

- I will only use education networking sites for educational purposes as directed by teachers. I will not share my account names and/or passwords with anyone unless requested by my parents, staff or technicians for servicing/security.
- I will make sure to follow school advice on saving my work and installing apps.

I have read and understood ways in which to be safe with school iPads / Laptops.

I will follow these guidelines.

Student signature

Parent signature

Responsibility

- I will look after school iPads / Laptops
- I will correctly place iPads / Laptops back in trolley and plug in power cord
- I will not leave iPads / Laptops unattended, on the floor or take it outside unless told by a teacher.
- I will be aware of the websites and Apps that I use, and make sure I understand the terms and conditions of these.
- I will do the right thing when browsing the internet and report anything inappropriate immediately.
- I will report damages or misuse immediately.
- I will keep food and drinks away from iPads / Laptops
- I understand teachers / ICT monitors will perform checks at any time to monitor that I have not installed unsuitable/illegal software and applications, take inappropriate photos and check the websites that I visit.

I have read and understood ways in which to be responsible with school iPads/Laptops.

I will follow these guidelines.

Student signature

Parent signature

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APPS: Acceptable Use of Technology Agreement Years 3-6 continued

Student response (to be completed in class):

School iPads and laptops are important to me because:

If I break this user agreement, my consequence/s will be:

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