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# Digital Learning (Internet, Social Media, Devices) Policy

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## Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

## 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 Year 5/6 BYOD 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 Clayton North 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:

- Clayton North 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.

Example 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 Clayton North Primary School

Clayton North Primary School operates a Bring Your Own Device (BYOD) program at Years 5 & 6. Classes at our school are delivered with the use of iPads/notebook computers.

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

Year 5/6 students are required 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
- Is brought to school in a protective case
- has at least 128 GB of storage
- operates on OS Windows 11 or later

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 contact the school office on 9544 1522.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Clayton North 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 Clayton North 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 learning
- 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 Cybersafety programs
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Clayton North 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), Clayton North 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
- Included in student diaries so that it is easily accessible to parents, carers and students

- Included as annual reference in the 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	April 2024
Consultation	School Council, Newsletter
Approved by	Principal
Next scheduled review date	April 2026

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

The use of digital technologies also known as Information and Communications Technology (ICT) is outlined predominately under the Victorian Digital Technologies curriculum, however the use of ICT is interdisciplinary. The digital technologies curriculum focuses on providing students with the tools to improve their knowledge of technology and its use and to enrich their learning environment across all learning areas. Standards in the Digital Technologies curriculum are organised under three strands:

- *Digital Systems* – Using hardware and software.
- *Data and Information* – Collecting, managing and organising data.
- *Creating Digital Solutions* - Analysing, designing, developing and evaluating digital solutions.

At Clayton North Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment. This includes digital and online spaces.
- Have a Student Behaviour Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Use online sites and digital tools that support students' learning.
- Supervise students when using digital technologies for educational purposes. This includes continually reviewing the safety and appropriateness of online tools and communities.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of smart, safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

### Parent/Guardian Agreement

1. I agree to allow my child to access any digital technology facilities within this school including, but not limited to, Internet and email. I understand that Internet and email facilities have been screened by appropriate filters available through Department of Education web site or selected caches, but acknowledge that full protection from inappropriate content can never be guaranteed.

2. I understand that my child may use school managed email accounts and/or 'cloud' storage and that staff will monitor passwords. I will ensure acceptable use as per the Student Acceptable Use Agreement. In the event that passwords are changed without staff permission, I understand that my child's use of digital technologies may be suspended.

3. I expect that supervision will always be available when my child is using digital technologies at school.

4. I have discussed with my child what they should do if they encounter bad language or other unsuitable material on the internet/email at any time.

5. My child is aware that they should never give out personal information, including any of their usernames and passwords, phone numbers, photographs, last name or home address when using the Internet/email.
6. It is recommended that mobile phones and other electronic devices are not brought to school, however if they are, they are to be switched off and kept in students' bags unless otherwise arranged with my child's teacher. The school will not be responsible for any loss or damage.
7. My child understands mobile phones and any other electronic devices are not to be used at within school grounds, unless instructed to or under teacher supervision.
8. I understand and support the agreement my child is required to sign and will ensure it is upheld.

**When using Digital Technologies I agree that:**

- \* I will follow the Cybersmart guidelines as outlined by my teacher in regard to all technology devices.
- \* I will only work on the Internet for purposes specified by my teacher.
- \* I will always obtain my teacher's permission before sending an email or accessing a cloud space.
- \* I will compose email or send messages using only language and images I understand are acceptable in my school.
- \* I will not change my passwords without permission from a teacher.

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- \* Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- \* Don't act in a mean manner online to others. This can include leaving someone out to make them feel bad.
- \* Don't copy work or ideas on the Internet and pretend that they're mine. I show the links that I used.

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 not to be shared online.

This means I:

- \* Protect my friends' information in the same way.
- \* Protect my password and don't share it with others.
- \* Don't join a space online without permission from either my parents or teachers.

Never answer questions online that ask for my personal information.

When I use digital technologies I **look after others and myself** by thinking about what I share online.

This means I:

- \* Never share my friends' full names, birthdays, school names, personal photos, addresses and phone numbers because this is their personal information.
- \* Speak to a trusted adult if I see something that makes me feel upset or if I need help.
- \* Speak to a trusted adult if someone is unkind to me.
- \* Speak to a trusted adult if I know someone else is upset or scared.
- \* Stop to think about what I post or share online.
- \* Use spaces or sites that are right for my age.
- \* Don't deliberately search for something rude or violent.
- \* Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult.
- \* Am careful with and respect the equipment I use.