

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 Buninyong 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:

- Buninyong 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 our school

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

Buninyong Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 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.

Buninyong 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.

iPads at Buninyong Primary School

Our school operates a Bring Your Own Device (BYOD) program for our grade 3-6 students, whereby students can choose to bring their own purchased device with them to school each day. Students who choose to bring their own device must ensure it is charged fully each day. Students may also access the Exclusive Use Program which provides 1:1 access to iPads in the classroom.

For students who choose to bring their own iPad, it is recommended that:

- it be brought to school in a protective case with a screen protector
- it operates on an appropriate version

Please note that our school does not have insurance to cover accidental damage to students’ iPads, and parents/carers are strongly encouraged to obtain their own insurance for their child’s device.

Buninyong Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access classroom iPads for schoolwork. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the ICT Learning Specialist Teacher.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Buninyong 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 Buninyong 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 promoting safe, responsible and discerning use of digital technologies, including the eSmart and Police in Schools Programs
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement and Wellbeing (Welfare)* 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 technology at school
- 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.

Use of school-owned devices and personal devices 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 ICT Learning Specialist 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.

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.

Our school has established a Blogsite (Japan Trip / Snow Trip) for students to showcase their adventures, where parents and peers can provide appropriate feedback and comments on the photos undertaken in or relating to trip. Parents are welcome to contact the trip organiser if they have any questions or concerns about students participating in this forum.

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 Buninyong 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), Buninyong Primary School will institute a staged response, consistent with our Breach of ICT Acceptable Use policy and the Department's *Student Engagement and Inclusion Guidelines*.

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
- other consequences as outlined in the school's Breach of ICT acceptable use policy and *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
- Discussed at parent information nights/sessions
- 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	February 24, 2023
Consultation	ICT LT, AP E&W / T&L; school council
Approved by	Principal
Next scheduled review date	March 2025 Please note: the mandatory review cycle is 2 years

Buninyong Primary School

ICT Acceptable Use Agreement

Part A: School support for the safe and responsible use of Information and Communication Technologies (ICT)

Buninyong Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best done in partnership with parents/carers. We request that parents/carers work with us and encourage this behaviour at home.

Buninyong Primary School uses digital technologies, including the internet, as teaching and learning tools. We see the internet and digital technologies as valuable resources in helping to provide a nurturing and challenging environment that promotes an enthusiasm for learning and prepares individuals to become reflective and valued members of society. We also acknowledge these technologies must be used responsibly.

Your child has been asked to agree to use ALL ICT responsibly, both at school and at home.



At Buninyong 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.
- Have policies in place that clearly state 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, through our cyber-safety program and our participation in the eSmart program.
- Support students in developing digital literacy skills and encourage the use of digital technologies for learning in the classroom and at home.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service and 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.
- Provide our teaching professionals with appropriate professional development required to deal with issues or incidents that arise from the use of digital technologies.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Monitor user accounts and emails for inappropriate and/or excessive use.
- Provide parents/carers with a copy of this agreement.
- Support parents/carers to understand the importance of 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.

Part B: Student Declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others to carry out harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding personal details or images of others without their consent.
- Talking to a teacher or trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Using any digital technology at school for educational purposes only, and only as directed by teachers. This includes asking for teacher permission when accessing school programs, using school equipment, and accessing internet sites.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care, returning them to their storage spaces neatly when finished, and notifying a teacher if it is damaged or requires attention.

- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite reference.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.
- Not downloading unauthorised programs at school (including games), or running them on school computers.

In addition, when I use any personal mobile device, I agree to be a safe, responsible and ethical user at all times, by:

- Not bringing in my personal device to school unless I have gained permission from my teacher and written permission from my parent/carer.
- Only using my device at school (including viewing media, taking photos and recording sound or video, or accessing the internet) when it is part of an approved lesson, and only as directed by teachers.
- Protecting the privacy of others and never posting or forwarding private information about another person.
- Seeking permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seeking appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Seeking teacher permission before uploading any content online at school.
- Being respectful with the photos I take or video I capture and never using these as a tool for bullying.

Part C: Student Commitment

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, cameras, iPads)
- iPads
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Edmodo, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, Youtube)
- Blogs (e.g. Edublogs)adm
- Micro-blogs (e.g. Twitter)
- Collaborative Games (e.g. Minecraft)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

For further support with online issues students can call **Kids Helpline** on **1800 55 1800**.

Parents/carers can

call **Parentline 13 22 89** or visit <https://esafety.gov.au>



ICT Acceptable Use Agreement

To be completed and returned to the school's office.

Student acceptance:

I have read Buninyong Primary School's ICT Acceptable Use Agreement with my parents/caregivers and acknowledge and agree to follow these rules as a responsible user of technology.

Name of Student: _____

Parent/Caregiver confirmation:

I confirm that together, _____ (student's first name) and I have read Buninyong Primary School's ICT Acceptable Use Agreement. We understand that there are consequences for the misuse of technology at Buninyong Primary School and that access to the internet and devices provided by the school may be limited or stopped if a student does not act responsibly.

Name of Parent: _____

Signature: _____

Date: _____