

## 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 Bellbridge Primary School.

### 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 netbook program for Grade 4-6 students.
- (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 Bellbridge 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:

- Bellbridge 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.

Bellbridge 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.

### Personal Devices at Bellbridge Primary School – Grade 4-6 1:1 Netbook Program

Bellbridge Primary School operates a 1:1 netbook program for students in Grade 4-6 classrooms. Every student is provided with a personalised netbook for use in school.

Each netbook is pre-loaded with a wide range of software. This software is licensed for school-owned computers; therefore, the school retains ownership of all netbooks until the end of the 3 years.

Voluntary contributions are sought from parents to help support the program.

Full-time technical support is available to ensure that minor issues are quick to receive troubleshooting from our qualified technician. Problems experienced at home can also be reported to the technician for addressing once the netbook is at school. A hard case is provided for safe transportation around school and between home and school.

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 1:1 netbook program is encouraged to contact the Netbook Program co-ordinator.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Bellbridge 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 Bellbridge 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 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.
- 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 the classroom 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, on online gaming sites or chat forums 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 Bellbridge 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), Bellbridge 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.
- Included as annual reference in school newsletter.
- Discussed at parent information nights/sessions.

### FURTHER INFORMATION and resources

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices - Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	10 <sup>th</sup> October, 2022
Consultation with	ICT Curriculum Committee, School Council October 2022
Approved by	Alysha Kennedy - Principal
Next scheduled review date	October 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT -

Acceptable Use Agreements attached below:

### ACCEPTABLE USE AGREEMENT (Prep & Grade 1) ICT (Information and Communications Technology)

Bellbridge Primary School uses the internet and digital technologies as valuable resources for teaching and learning. All students must agree to use these resources responsibly at school. Parents/carers should be aware that, while our Internet Service Provider offers a substantial level of filtering, full protection from inappropriate content can never be guaranteed. Cybersafety and responsible online behaviour must be actively promoted - at school and at home.

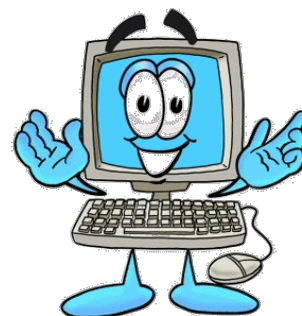
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### STUDENT AGREEMENT

**When I use the internet and ICT equipment at school, I agree to:**

*(Please tick each box after reading)*

- ☐ Only use the computers to do what my teachers have asked me to.
- ☐ Be a safe and responsible user, and always look after the school computer equipment. I will always be careful, and I will tell my teacher straight away if something is broken.
- ☐ Be respectful of others.
- ☐ Talk to a teacher if I feel uncomfortable or unsafe while I am using a computer.
- ☐ Never put private information online about me or others - like last name, phone numbers or address.
- ☐ Only use the login I have been given by my teacher and keep the password private from students in other grades.
- ☐ Only take photos, video or sound recordings when I have permission by my teacher.



**I have read the Acceptable Use Agreement carefully and will follow these rules.**

**I understand that staff may remove student access from ICT equipment if these rules are broken.**

Student First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Year Level: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PARENT USE:**

*I have read the above information and discussed each point with my child.*

Parent/Carer Signature: \_\_\_\_\_

# ACCEPTABLE USE AGREEMENT (Grades 2-6)

## ICT (Information and Communications Technology)

Bellbridge Primary School uses the internet and digital technologies as valuable resources for teaching and learning. All students must agree to use these resources responsibly at school. Parents/carers should be aware that, while our Internet Service Provider offers a substantial level of filtering, full protection from inappropriate content can never be guaranteed. Cybersafety and responsible online behaviour must be actively promoted - at school and at home.

### STUDENT AGREEMENT

**When I use the internet and ICT equipment at school, I agree to:**

*(Please tick each box after reading)*



- ☐ Be a safe and responsible user.
- ☐ Be respectful of others and never participate in online bullying (including not forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- ☐ Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- ☐ Protect the privacy of myself and others by never giving out personal details including full names, telephone numbers, addresses and images or other private information.
- ☐ Only use the internet for educational purposes - as directed by teachers.
- ☐ Remember copyright rules and the importance of seeking permission before using content created by others.
- ☐ Never attempt to use a login other than my own for the network and internet, nor interfere with network security or files that are not my own.
- ☐ Keep my password private from anyone except staff.
- ☐ Never bring or download unauthorised programs - including games, music or videos - to school or run them on school computers, and only access the internet using school equipment while at school.
- ☐ Only take photos, video or sound recordings as part of authorised use by a teacher and seek permission before publishing any such files online.

**I have read the Acceptable Use Agreement carefully and understand the importance of the agreement and will follow these rules. I understand that access privileges to the internet and ICT equipment can be suspended by school staff following irresponsible online behaviour.**

Student First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Year Level: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

#### **PARENT USE:**

*I have read the above information and discussed each point with my child.*

Parent/Carer Signature: \_\_\_\_\_