

## INFORMATION MANAGEMENT, SECURITY AND TECHNOLOGY

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

#### PURPOSE

To ensure that all students and members of our school community understand:

- (a) the school's commitment to providing students with the opportunity to benefit from using digital technologies to enhance their learning and development; including our support for the Bridging the Digital Divide Initiative and our co-payment practices.
- (b) expected student behaviour when using digital technologies including the internet, social media and digital devices (including computers, laptops, iPads, 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 / or digital technologies
- (d) the 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.

#### SCOPE

This policy applies to all students and staff at Springvale Rise 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:

- Springvale Rise Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (all 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.

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## 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 iPads / tablets, can provide students with rich opportunities to support their 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 learning needs and interests, and transforms assessment, reporting and feedback; driving new forms of collaboration and communication.

Springvale Rise 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.

### Personal Devices

Learning opportunities at Springvale Rise Primary School includes the use of iPads/tablets/notebook computers. Foundation to Year 2 utilise iPads and Years 3-6 a notebook/laptop.

All student's at Springvale Rise Primary School have a device from either one of two categories:

- An owned device – “Bring Your Own Device – BYOD” (As a direct result of the *Bridging the Digital Divide Initiative*) or
- A school device (under a co-payment plan).

All students must bring their device to school each day, charged and ready for use. The device must be used in a way that is educational and appropriate (as directed by teachers), and this usage must comply with the school's [Acceptable Use Agreement](#).

### A student owned device (BYOD)

Students who own a device as a direct result of the *Bridging the Digital Divide* initiative hold full ownership rights over that device. In accordance with the Bridging Digital Divide ownership agreement, the student and their parent/carer are responsible for:

- the care and maintenance of the device
- accidental damage as well as wear and tear
- warranty and insurance claims
- any costs associated with fixing and/or replacing the device.

### A school owned device

Students who retain a device through the school's co-payment program, are borrowing the device from the school and do NOT own the device. School owned devices are distributed to students for the duration of the school year and are

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expected to be returned to the school in December, before the school year concludes (or when the student exits the school). Parents/carers are expected to uphold the expectations outlined in the *Digital Technologies, Loan of School Device* agreement which must be signed prior to obtaining a school owned device.

If the device becomes damaged, parents/carers must contact the school as soon as possible. All device repair/replacements will be determined by the school. The Principal will also determine whether repair/replacement is appropriate and whether or not the family is responsible for all or some associated costs. In most instances, the school will organise the device to be fixed or replaced and request a percentage of the cost to be paid by the parent/carer.

Students, parents and carers who would like more information or assistance regarding the school's digital devices program and practices should contact the Assistant Principal by calling the school office on (03) 9564 3799 (Heights Campus) or (03) 9546 9694 (Springvale Campus).

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Springvale Rise Primary School, we are committed to educating all students on using digital technologies in ways that respect the dignity of ourselves and others, and equip students with the skills and knowledge to navigate the digital world.

At Springvale Rise 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, including but not limited to *eSafe Kids and Social and Emotional Literacy Practices*
- educate our students about digital technology 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 use of student owned devices at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

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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 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.

## 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. See *Photographing, Filming and Recording Students Policy* for further information.

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.

At Springvale Rise Primary School, students in Foundation to Year 2 use the online classroom platform Seesaw to regularly engage in schoolwork and on some occasions, homework and / or remote learning. One function on Seesaw is a classroom feed, where students can showcase their learning and post messages. This content can be viewed by all members of the digital classroom, including all students' parents/carers. Parents/carers are welcome to contact the classroom teacher if they have any questions or concerns about students using Seesaw.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Springvale Rise Primary School's *Statement of Values policy*, *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 inappropriate or unlawful content), Springvale Rise Primary School will institute a staged response, consistent with our school policies.

Breaches of this policy by students can result in a number of consequences dependent 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.

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## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Digital Learning in Schools](#)
  - [Cybersafety and Responsible Use of Digital Technologies](#)
  - [Bridging the Digital Divide](#)
- Springvale Rise Primary School [website](#):
  - Student Wellbeing and Engagement Policy
  - Bullying Prevention Policy
  - Digital Learning (Internet, Social Media and Digital Devices) Policy

## REVIEW CYCLE AND EVALUATION

This policy was last updated in June 2021 and is scheduled for review prior to the next school review in 2023, or if guidelines change.

## ACCEPTABLE USE AGREEMENT

Digital Technologies are a central part of today's education and the curriculum of this school. These technologies promote learning, enabling all students to access educational resources, communicate with others and become members of a global community.

Parents/carers should go through this Agreement and our Acceptable Use of Digital Technologies Policy with their child. At Springvale Rise Primary School, students should understand that the use of digital technologies such as the schools network, the internet, G Suite for Education applications, laptops and iPads, is a privilege not a right. This Agreement and the Policy applies at all times when students are using the schools network and devices.

Breaches of the expectations by students may result in consequences such as suspension of access to the schools network and devices, or inspection of devices by the teacher or school technician.

### At Springvale Rise Primary School:

When I use digital technologies I **communicate respectfully**. This means:

- I am always thinking and checking that what I write or post is polite and respectful
- I am kind and think about how the things I do or say online might make my classmates feel
- I will not send mean or bullying messages or forward them to other people.
- I will not copy material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.

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 is not to be shared online. This means:

- I will not share personal/sensitive information on digital technologies e.g. G Suite for Education.
- I will not let anyone else know my passwords or usernames.
- I will protect my friends' information in the same way.
- I will let my teacher know if I think someone has gained access to my account.
- I will not enter my phone number or address into any website, nor will I enter this information of any other student or staff member.
- I will not answer questions online that ask for my personal information.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means:

- I will only use digital technologies made available by the school for school purposes.
- I will only access the school network, Internet and email with my personal account and password.
- I will respect the privacy of others at all times and will not access an account that is not mine.
- I will always use the Internet within the areas specified by my teacher and with their permission.
- I will let the teacher know straight away if an inappropriate website appears on my screen.
- I will only use the games and software that are on the school's system.
- I will ask my teacher to check the material before printing.
- I will speak to a trusted adult if I see something that makes me feel upset, if I know someone else is upset or scared, if someone is unkind to me, or if I need help.
- I will always look after and maintain the schools' digital technology resources.

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This agreement applies until a new agreement is completed in the next school year.

I understand that I must use the Springvale Rise Primary School network, devices and the Internet in a polite, safe and responsible manner. I understand that there are consequences established in the school policies if I do not behave appropriately, for example my privileges may be suspended or school staff may inspect the devices.

Student Name: ..... Student Signature: .....

Date: .....

As a Parent/Guardian of this student I consent to my son/daughter using the school network, devices and Internet. I have read and understand the Digital Technologies Acceptable Use Agreement and Acceptable Use of Digital Technologies Policy and have spoken to my child about how they can be polite, safe and responsible when they use digital technologies and will support them doing so at home and at school. I understand that if my child behaves inappropriately or breaches the Agreement or the Policy, his/her access privilege may be suspended for a period of time which has been determined by the Principal and school staff may inspect the devices.

Parent/Guardian Name: ..... Signature: .....

Date: .....