

Bundoora Primary School Policy Manual	Digital Learning Policy (internet, social media, and digital devices	Date: 14 November 2021
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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,
- (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.

SCOPE

This policy applies to all students and staff at Bundoora 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:

- Bundoora 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.

Bundoora 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Bundoora Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Bundoora 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 [insert details of specific 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 his/her 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.

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 Bundoora 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), Bundoora Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in several 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 processes,
- discussed at staff briefings/meetings as required,
- included in our staff handbook/manual,
- discussed at parent information nights/sessions,
- included as an annual reference in the school newsletter,
- made available in hard copy from school administration on request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	14 November 2021
Approved by	Principal and School Council
Next scheduled review date	November 2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Bundoora Primary School Acceptable Use Agreement for internet and digital technologies

Bundoora Primary School believes that the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parent/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

School support for the safe and responsible use of digital technologies

Bundoora Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

At Bundoora Primary School we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- Provide a filtered internet service

- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cyber-safety program at school which is reinforced across the school
- Use mobile technologies for educational purposes (e.g., podcasts or photos from excursions)
- Provide support to parents/carers to understand this agreement (e.g., language support)
- Reinforce that cyber safety and responsible behaviours are expected in their school use of digital technology

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call Parentline on 132290 or visit <http://www.cybersmart.gov.au/report.aspx>

Bundoora Primary School Student Agreement of Acceptable Use Agreement for Internet and digital technologies

When I use the internet and digital technology I agree to:

- Be a safe, responsible, and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes 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
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio, and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the internet
- Not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- Not manipulate internet or network connections in any way
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- If I carry a mobile phone to school hand it to the teachers/office to be locked in the appropriate space until the end of the school day.

When I carry a mobile phone, I agree to:

- Protect the privacy of others and never post or forward private information about another person
- Seek permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space

- Be respectful in the photos I take or video I capture and never use these as a tool for bullying

This acceptable use agreement also applies during school excursions, camps, and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student name:

Year level:

Student signature:

Date: