

# 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 learning about coding, using collaborative workspaces, such as Seesaw, Google Apps for Education and researching using the internet in a safe and monitored environment.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads)
- (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 follow and implements
- (f) our school prioritises the safety of students whilst they are using digital technologies.

## SCOPE

This policy applies to all students and staff at Tecoma 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:

- Tecoma Primary School's Child safety Code of Conduct (available on the school website)
- [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 an integrated and core curriculum area of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and iPads, 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.

Tecoma 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.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Tecoma 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 skills and knowledge to navigate the digital world.

At Tecoma 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 purposes 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 use of digital technologies, including Be Internet Awesome, Life Education and an annual curriculum focus of digital citizenship.
- 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 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 and annual information sheets.

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 Digital Technology Coordinator, immediately.

Each student is to have their own headphones, to use when working in class on a digital device. Headphones are part of the Prep booklist and can be purchased through the school uniform shop if broken or lost. Bluetooth and cordless ear buds are not allowed at school.

All content and 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 Tecoma 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), Tecoma 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
- disabling of student Google account
- removal of printing privileges
- other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies.

## **Student/Parent Cyber Incident Reporting**

If a parent or a child is made aware of a bullying or inappropriate incident online, or have any concerns about something they think is happening, this needs to be reported to the Principal and the Welfare officer/Assistant Principal. It is imperative that the school is made aware of these incidents, in a timely manner, for the safety and welfare of all concerned.

## **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
- Made available in hard copy from school administration upon request.

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

This policy is supported by Tecoma Primary School's Acceptable Use Agreement, which must be signed by students and parents before accessing the school's Digital Technologies.

### POLICY REVIEW AND APPROVAL

<i>This policy has a mandatory review cycle of 2 years</i>	<i>This policy was approved by School Council on <b>24<sup>th</sup> October, 2023</b> and is scheduled for review in <b>October 2025</b>.</i>
<i>Reviewed by</i>	<i>Rohan Thompson, Melanie Rowland, Di Double, Chelsey Robins, Stuart Mclean, Hannah Godlevsky, Helen Kesarios, Lisa Hoskins-Faul, Phil Darbyshire, Breeann Schafter</i>
<i>Approved by</i>	<b>Principal</b> – Rohan Thompson <b>School Council President</b> – Lisa Dell