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 BYOD 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

SCOPE

This policy applies to all students and staff at Pascoe Vale South 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 of Technology Agreement.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Pascoe Vale South 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.

Pascoe Vale South 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 Pascoe Vale South Primary School

Classes at Pascoe Vale South Primary School are delivered with the use of iPads/tablets/notebook computers. Our school operates an optional **Bring Your Own Device (BYOD) program**, with students from Year 3 to Year 6. Students with signed consent may bring their own device to school each day.

Students who bring their own device must each day:

- bring their device to school in a protective case.
- have an appropriate amount of storage for school work.
- operate the latest OS.
- ensure the device is charged and ready for use.
- only use school approved Apps whilst at school.
- ensure that when travelling to and from school devices remain in their school bag.
- use at school only when directed by the classroom teacher.

Students who are part of the BYOD program and/or using a school owned device must whilst at school:

- allow staff to look at any application or files on the devices.
- not leave devices sitting on the ground, on a chair or left outdoors.
- put devices away at eating time. No food or drinks should be consumed near any device.
- not take a device outside without the direct permission of a teacher.

The school recommends that when students are using a device at school, an adult is present and in clear view of all applications, files and learning tasks (not quiet areas at 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.

Pascoe Vale South Primary School has in place arrangements so that students not participating in the BYOD program be provided with a school owned device when necessary for learning at school. Students who choose not to participate in the BYOD program will not be disadvantaged.

For more information, please refer to the BYOD Parent Information Booklet available on the school website.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Pascoe Vale South 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 Pascoe Vale South 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 Wellbeing* policy that outlines our school's values and expected student behaviour, including online behaviours.
- have an Acceptable Use of Technology 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.

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 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 Pascoe Vale South Primary School's *Statement of Values and Philosophy, Student Wellbeing and Engagement* policy, and *Student 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, Pascoe Vale South 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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated on May, 2023 and is scheduled for review in May, 2024.

Acceptable Use of Technology Agreement

At Pascoe Vale South Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:
- Have a **Student Wellbeing and Engagement Policy** that outlines our school's values and expected student behaviour. This Policy includes online behaviours;
- Are an accredited E-Smart school and have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate out students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - eSafetyParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent

Student declaration:

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful.
- being kind to others and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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:

- protect everyone else's information in the same way.
- protect my passwords and don't share them with anyone except my parent/carer.
- only ever join spaces with my parent/carers or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

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

- stop to think about what I post or share online.
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- protect others' full names, birthdays, school names, addresses, photos and phone numbers because this is their personal information.
- speak to a trusted adult if I see something that makes me feel upset or if I need help.
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
- don't deliberately search for something rude or violent.
- turn off or close the screen if I see something I don't like and tell a trusted adult.
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible, and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible, and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Please sign and return this section to your teacher to be collected as a record.

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUTA applies when digital devices and technologies are being used at school, for school-directed learning, extra-curricular activities, and at home.

I understand that there are actions and consequences if I do not behave appropriately.

Student Name:_____ _____

Student Signature:_____ _____

Date: _____

I, _____acknowledge that my child has read and understands the student declaration of the Acceptable Use of Technology Agreement. By signing below, I indicate that I consent to my child being provided with access to digital technologies during school hours to support their learning.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____