



Leadership, Excellence, Acceptance, Respect, Never Give Up

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand this policy, please contact the Preston West Primary School office on 94701546.

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 BYO iPad Program, junior school shared iPads and senior school laptops.
- (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 Preston West 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:

- Preston West 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

This school understands that the safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with Leadership, Excellence, Acceptance, Respect, Never Give Up 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.

The school believes that the use of digital technologies 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 safely use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

From Prep to Year 2 a limited number of iPads are allocated across each year level for use during class time for different learning activities.

Personal Devices at Preston West Primary School

Preston West Primary School operates a Bring Your Own Device (BYOD) program for students in Year 3 to 6. Classes at our school use iPads to further enrich student learning throughout a range of learning areas in the curriculum.

Parents/carers are invited to purchase a device for their child to bring to school. Preston West Primary School has made special arrangements with Beyond the Box, who offer discounted prices for the purchase of devices for our students.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 32 GB of total storage space
- operates on OS version 14.8.1 or later

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 BYOD program are encouraged to contact the school's Learning Specialist for eLearning, (03) 9470 1546.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Preston West 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 Preston West 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 the cyber safety resources from eSmart and a yearly whole school incursion from Brainstorm Productions that addresses digital safety and wellbeing.
- 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 and 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 their classroom teacher and/or the Learning Specialist for eLearning 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 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 the Preston West Primary School 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), Preston West 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
- Available to the school community on Compass
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions

- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 15, 2022
Approved by	Principal and School Council
Next scheduled review date	July 2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



Acceptable Use of Digital Technologies at Preston West Primary School

1. Introduction

The purpose for using digital technologies at Preston West Primary School is to:

- Enhance student learning opportunities.
- Promote student achievement.
- Provide opportunities for engaged learning in a 21st century environment.

The use of these digital technologies within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related technology for educational purposes, whether provided by the school or the student.

2. Definitions

The use of digital technology relates to any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as email, internet and other installed programs and apps.
- Discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems.
- Video or still cameras.
- Audio recording devices.
- Tablets and smartphones.
- Any other device that can be connected to the internet or wireless network.

3. Acceptable use

Netiquette

You should:

- Respect other users.
- Behave online as you are expected to behave in real life.
- Make sure that email and online messages are written carefully and politely.
- Use appropriate language and keep messages short and precise.
- Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings.
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite.
- Anything you post online or in an email should be checked by a teacher/adult before it is sent.

Respect resources

You should:

- Use technology equipment and resources for educational purposes under teacher supervision.
- Follow teacher directions for accessing files, programs, apps, email and internet resources.
- Ask permission from your teacher before following online prompts.
- Treat equipment carefully.
- Only log on to the school computers using your username and password.

You should not:

- Install, relocate or remove software or apps.
- Download or share files without teacher permission.
- Attempt to access or change settings on devices without teacher permission.
- Attempt to fix equipment without teacher permission.
- Connect any device (such as a USB drive, camera, phone, CD/DVD, portable music player, tablet or music device) to a school computer, or attempt to run any software on school devices without a teacher's permission. This includes all wireless technologies.

Respect others

You should:

- Always respect the rights, beliefs and privacy of others.
- Observe copyright rules by respecting the information, ideas and artistic works of others.
- Acknowledge the author or publisher of information from digital resources.
- Use your manners when communicating with other people

You should not:

- Post or send inappropriate, hurtful or inaccurate comments about another person.
- Use disrespectful or inappropriate language.
- Harass another person. If someone tells you to stop sending them messages, you must stop.
- Re-post a private message without the permission of the person who sent the message.
- Take or send photos, sound or video recordings of people without their permission.
- Use the ideas or writings of others and present them as if they were your own.
- Use technologies in a way that negatively effects the wellbeing of others both inside and outside of the school.
- Expect replies to emails or instant messages from teachers and school staff outside of normal business hours.
- Alter or delete anyone else's work.

Keep yourself safe online

You should:

- Keep personal work secure.
- Use the Internet and email only under teacher supervision.
- Use only school provided email accounts when communicating online.
- Ask your teacher before sharing any personal details or photographs online or in an email.
- Make 'hard to guess' usernames and passwords, and keep them a secret.
- Tell a teacher if you come across something that upsets you or makes you feel uncomfortable when you are using technology.

You should not:

- Share your usernames or passwords with others.
- Use another person's username or password.
- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, photograph etc.)
- Meet with someone you have met online without your parent's /guardian's approval and participation.
- Attempt to alter or bypass security, monitoring or filtering that is in place at Preston West Primary School.
- Attempt to access inappropriate material.

5. Notification

You should:

- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you.
- Turn off the monitor or close the iPad cover, and tell a teacher immediately if you accidentally access something inappropriate. This will allow teachers to follow up appropriately according to the School Acceptable Use Policy.
- Tell a teacher if someone else is doing something which offends you or is not permitted.
- All communications between students, parents and school staff will occur during normal business hours. Teachers will respond to communications at the earliest time possible without interruption to normal school program.

6. Consequences of improper use

Consequences for any student breaking these rules may include:

- Loss of access privileges for a period of time.
- Informing parents/guardians.
- Any other consequence deemed appropriate by a staff member in conjunction with the Student Engagement Policy.
- Legal action.

7. Digital Technologies Use Agreement

Students will sign and refer to the Digital Technologies Use and Cyber Safety Agreement.

ANNEXURE B: STUDENT AGREEMENT

Digital Technologies Use and Cyber Safety Student Agreement



Digital Technologies Use and Cyber Safety Student Agreement

Preston West Primary School recognises the need for students to be safe, smart and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with families and the school community. We request that families work with us and encourage safe, smart and responsible behaviour at home.

At our school, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Digital Technologies Acceptable Use Policy that reflects our school's values and clearly states the expected standards of student behaviour, including the consequences for inappropriate behavior.
- Educate our students to be safe, smart and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, cybersafety and intellectual property.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal, and as such we are required to report these activities to the police.
- Support families to understand the importance of safe, smart and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child.
- Provide families with a copy of this agreement.

Student Agreement Grades 3 - 6

I agree to use all technology in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use technology at Preston West Primary School I will respect resources, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources.
- I will only use technology for educational purposes.
- I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission.
- I will not connect any device to the school hardware without teacher permission.
- I will treat all equipment with care.

When I use technology at Preston West Primary School I will respect others, which means:

- I will not use technology to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke.
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources.
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission.
- I will always respect the rights, beliefs and privacy of others.

When I use technology at Preston West Primary School I will keep myself safe online, which means:

- I will never share photos or personal information about myself or other people. (including name, address, telephone number, email addresses, birthdate etc.)
- I will keep my usernames and passwords safe and secure.
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school.
- I will not deliberately attempt to access inappropriate or non-educational content.
- I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

I understand that breaches of the rules will see me lose my rights to access technology/internet for a period of time determined by the Principal, eLearning Leading Teacher or my teacher.

Student Name. _____ Grade. _____

Student Signature. _____ Date. _____

Parent/Guardian Agreement.

I agree to my child _____ using the Internet at school for educational purposes on accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature. _____

Parent/Guardian name. _____

Date. _____