



Bundarra Primary School

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BUNDARRA PRIMARY SCHOOL DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact Jo Shelton

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 personal device program for students in grades 5 and 6.
- (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 when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Bundarra 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 Policy.

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

- Bundarra Primary School's Child Safety Code of Conduct

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- [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.

Bundarra 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.

Grade 5 and 6 Netbook Program at Bundarra Primary School

Bundarra Primary School operates a lease for netbooks over a 2 year timeline in grades 5 and 6 at no cost to parents. Classes also have access to iPads/tablets/notebook computers.

Netbooks are required to stay at school and be used for only educational purposes. Students are responsible for charging their netbooks in the classroom and to store them in their protective cases and placed in a specified area within the classroom.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Bundarra Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Bundarra 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 having presentation with our youth engagement police officer.
- 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.

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

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 Bundarra 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), Bundarra 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:

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- 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 and child safety training processes

- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2022
Approved by	Principal
Next scheduled review date	2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Internet Acceptable Use Agreement

Bundarra Primary School believes the teaching of cyber-safety and responsible online behaviours is essential and is best taught in partnership between home and school. To be safe, students need to do the right thing by themselves and others – especially when they are not being monitored. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. **This agreement applies to student's online behaviour both at school and at home.** Some online activities and behaviours are illegal and as such will be reported to police.

Part A – School support for the safe and responsible use of digital technologies.

At **Bundarra Primary School** we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the internet.
- Provide a filtered internet service.
- Provide supervision and direction for students when using digital technologies online.
- Support students in developing digital literacy skills.
- Teach a cyber-safety program which is reinforced across the school.
- Use mobile technologies **only** for educational purposes.
- Provide support to parents/cares through information evenings and through the document attached to this agreement for parents to keep at home.

Part B – Student Agreement. Safe and Responsible Behaviour.

When I/we use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is kind and respectful. This means I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying.
- Don't use actions online to be mean to others or spread gossip and rumours.
- Don't copy someone else's work or ideas from the internet and present them as my own.
- Use social networking sites for educational purposes and only with permission and direction by the teachers or parents/carers.
- Never use anyone's photo or video without their explicit consent.

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 **not** to be shared online. This means I:

- Protect my friend's information in the same way.
- I do not share my password with anyone other than my parents/carers.

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- Don't join a space online without my parents or teacher's guidance or permission.
- Never answer questions online that ask for my personal information or personal information of my friends or family.

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

- 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 or if I know someone else is upset or scared.
- Stop to think about what I post or share online – **Is it Kind? Is it true? Is it necessary?**
- Use spaces or sites that are appropriate and legal for my age.
- Do not deliberately search for something inappropriate or offensive.
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult straight away.
- Am careful and respectful with the equipment I use.

When I use my mobile phone, iPad or other mobile devices I/We agree to:

- Hand it into the office at the beginning of the day and collect after school – mobile phone.
- Protect the privacy of others and never post or forward private information or conversations about another person.
- Only take photos and record sound or video when it is a part of an approved lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them - including ALL school staff.
- Seek explicit permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful of myself and others in photos.
- Never use these as tools for bullying or deliberately causing trouble.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I/We acknowledge and agree to follow these rules. I/We understand that my/our access to the internet and mobile technology at school will be renegotiated if I/We do not act responsibly. *I/We understand that action and consequences will be taken in the event of any breach of this agreement.*

Evaluation

This policy will be reviewed as part of the school's three year review cycle. Updated March 2020.

This policy was ratified by school council on 30th July, 2019 and is due for review in Term 3, 2022.

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

Family Name:..... **Date:**.....

Student/s Name/s:.....

Year Level/s and Class/s:.....

Student Signature/s:.....

Parent/Carer Name/s Signature/s:.....

If you have any concerns about this agreement or ideas for making the agreement better contact *Principal Tara Hulonce*. For further support with online issues students can call the Kids Helpline on 1800 551 800. Parents/Carers call Parentline 13 22 89.