



DIGITAL LEARNING POLICY

(Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact Antonio Park Primary School.

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
- (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 Antonio Park 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:

- Antonio Park 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.

Antonio Park 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 Antonio Park Primary School

In Year 3-6 our school operates a Bring Your Own Device (BYOD) program, which means students can bring their own purchased Chromebook or Windows notebook with them to school each day.

Please note that Antonio Park Primary School is not liable for accidental damage to students’ BYOD devices. Parents/carers are encouraged to obtain their own insurance for their child’s computer.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Antonio Park 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 Antonio Park 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 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 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 Example 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), the 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
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in Staff Google Drive
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	August 2023
Approved by	Principal and School Council
Next scheduled review date	August 2025

APPENDIX A

Antonio Park Primary School

Acceptable Use Agreement for Internet and Digital Technologies

Years F - 2

Antonio Park Primary School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home by reading the points of agreement below, discussing them with your child and signing the form. This form will stay in your child's file from Prep until Year 2.

The internet and other digital technologies are wonderful resources that will be used more and more by your child as they progress through their schooling. When used safely they are excellent learning tools. At Antonio Park Primary School we strive to ensure that all students can use this technology in a safe and effective manner. All internet usage is educationally driven and supervised by an adult. Parents/carers should be aware however, that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

Antonio Park Primary School:

- has policies in place that outline the values of the school and expected behaviours when students use the internet and other digital technologies
- provides a filtered internet service
- provides supervision and direction in online activities and when using the internet and other digital technologies for learning

- supports students in developing digital literacy skills
- has a cybersafety program which is reinforced across the school
- uses digital technologies for educational purposes (eg. podcasts or photos from excursions)

Please read the points of agreement below and discuss them with your child:

Parent/Student Agreement

When your child uses the internet and other digital technologies you agree that he/she will:

1. be a safe, fair and responsible user
2. use the internet only as directed by the teacher
3. turn off the screen and talk to a teacher if he/she feels uncomfortable or unsafe online or sees others participating in unsafe, inappropriate or hurtful online behaviour
4. protect his/her privacy rights and those of other students where possible by not giving out personal details including full names, passwords, telephone numbers, addresses and images
5. use all digital equipment responsibly
6. not bring or download unauthorised programs and files, including games, to the school or run them on school computers
7. Hand any privately owned mobile device (eg. mobile phone) to a teacher at the beginning of the school day to be locked away for the duration of the school day
8. Use my smart watch appropriately. This means I will not send, receive or read text messages, make or receive phone calls, or use the camera function on my smart watch.

This Acceptable Use Agreement also applies during school excursions and extracurricular activities.

If unsure about any of these points of agreement please see your child's teacher.

I have read the Acceptable Use Agreement carefully with my child and I understand the significance of these conditions. I understand that my child's access to the internet and other digital technologies at school will be renegotiated if he/she does not act responsibly.

Student Name

Parent/Carer Signature

Date

____/____/____

APPENDIX B

Antonio Park Primary School

Acceptable Use Agreement for Internet and Digital Technologies

Years 3 - 6

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

Antonio Park Primary School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home by reading and discussing the points of the agreement below with your child. By signing the Acceptable Use Agreement, your child is agreeing to use the internet and other digital technologies responsibly at school. Your signature on the policy confirms that you understand and agree to the conditions.

Antonio Park Primary School:

- has policies in place that outline the values of the school and expected behaviours when students use the internet and other digital technologies
- provides a controlled and filtered internet service through the Department of Education
- provides supervision and direction in online activities and when using the internet and other digital technologies for learning
- supports students in developing digital literacy skills
- has a cybersafety program which is reinforced across the school
- uses digital technologies for educational purposes
- expects students to give privately owned mobile devices to their teacher to be locked away during school hours.
- discourages students from bringing privately owned digital devices to school that are not part of our BYOD program, as the school accepts no responsibility for damage or loss.
- provides several centrally-managed cloud-based accounts for all students as a part of their learning program, eg G Suite for Education, Essential Assessment, Compass
- addresses issues or incidents that have the potential to impact on the wellbeing of our students
- refers suspected illegal online acts to the relevant Law Enforcement authority for investigation
- supports parents and caregivers to understand the 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/parent_modules.aspx)
- iParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

Please read and discuss the below points of this agreement with your child:

Student Agreement

I agree to:

1. Be a safe, fair and responsible user
2. 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)
3. If I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour immediately report it to a teacher
4. Be aware that content I upload or post is my digital footprint.
5. Protect my privacy rights and those of other students by not giving out personal details including full names, passwords, telephone numbers, addresses and/or images
6. Abide by copyright procedures when using content on websites (cite references when using images, text, audio and video where necessary)
7. 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
8. Only use school-approved software, platforms and programs
9. Not bring or download unauthorised programs or files, including games, to the school or run them on school computers
10. Hand any privately owned mobile device (eg. mobile phone) to a teacher at the beginning of the school day to be locked away for the duration of the school day
11. Use my smart watch appropriately. This means I will not send, receive or read text messages, make or receive phone calls, or use the camera function on my smart watch.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

I have read the Acceptable Use Agreement carefully and I acknowledge and agree to follow these rules. I understand that inappropriate use will result in an appropriate consequence such as the suspension of access for a period of time, as determined by the classroom teacher, the level Teaching & Learning leader and the Principal. Any inappropriate use will be documented by the classroom teacher, communicated to parents and passed on to the Digital Technology Coordinator to be kept on file.

Student Name

Student Signature

Parent/Carer Signature

Date

_____ / ____ / _____