Albion Primary School

Digital Learning
(Internet, Social Media and Digital Devices)

Purpose

To ensure that all students and members of our school community understand:

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.

2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets).

3. 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.

4. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology.

6. our school prioritises the safety of students whilst they are using digital technologies.

Scope

This policy applies to all students and staff at Albion 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:

- Albion 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.

Albion 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Albion 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 Albion 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 Cyber Safety Project and eSmart

- 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 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 Albion 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), Albion 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

- Included in staff induction and child safety training processes

- Discussed at staff briefings/meetings as required

- Included in our staff handbook/manual

- Discussed with parents as required and at information sessions

- Acceptable Use Agreement is included as part of enrolment pack

- Included as annual reference in school E-News

- Made available in hard copy from school administration upon request

Policy Review and Approval

Created date	October 2022
Consultation	Staff SPAM subcommittee of the School Council
Endorsed by	Adrienne Williamson, Principal and School Council
Endorsed on	17th October 2022
Next review date	October 2024

Annexure A: Acceptable Use Agreement

At Albion 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 our 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. We also believe that the acceptable use must be reflective of the school's values. Each year, students from years 3 – 6 must sign the Student Declaration in terms of the acceptable use agreement.

At Albion Primary School we:

- Have a *Student Wellbeing and Engagement Policy* that outlines our school's values and expected student behaviour

- Have programs in place to educate our students to be safe and responsible users of digital technologies, for example, *Cyber Safety*

- 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

    o See: Duty of Care and Supervision

- 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:

    o Bullystoppers Parent Interactive Learning Modules

    o eSafetyParent | Office of the Children's eSafety Commissioner

Student declaration

When I use digital technologies including iPads and netbooks, I will demonstrate the school's values. I agree to:

Respect

- Stop and think about what I post or share online *and make sure that I communicate* politely and calmly and only in language that is acceptable in my school

- Use the school's resources appropriately and responsibly

- Never send mean or bullying messages or pass them on to other people, as this makes me part of the bullying

- Follow the school and classroom rules relating to digital technologies

- Never bring or download unauthorized programs, including games, to the school or run them on the school's digital devices

- Never interfere in the work or data of another student or delete anyone else's files

- Never interfere with network systems and security

- Only take photos or record sound or video at school when I have formal consent, or it is part of an approved lesson.

Care

- Protect personal information by being aware that my full name, photo, birthdate, school name, address and phone number is personal information and is not to be shared online

- Never share friends' full names, birthdates, school names, photos, addresses and phone numbers because this is their personal information

- Carefully consider the content that I upload or post online; this is often viewed as a personal reflection of who I am

- Never use actions online to be mean to others (this can include leaving someone out to make them feel bad)

- Protect passwords and not share them with others except my parents

- Never answer questions online that ask for information that I know is personal

- Look after the digital technology equipment

- Obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Honesty

- Not copy someone else's work or ideas from the internet and present them as my own

- Not deliberately search for something rude or violent

- Not attempt to log into the network with a username or password of another student or staff member

- Only access digital technologies for the purpose of my learning as specified by my teachers.

- Investigate the terms and conditions (e.g., age restrictions, parental consent requirements) of websites/social media. If my understanding is unclear, I will seek further explanation from a trusted adult

- Only join spaces online with teacher or parent guidance and permission, having read the stated terms and conditions; completing the required registration processes with factual responses about my personal details.

Learning

- Only access digital technologies for purposes specified by my teachers

- Use my time effectively to make the most of my learning opportunities

- Use digital technologies to help me with my learning

- Follow instructions.

Achievement

- Always do my best in the work I have to do.

Speak to a trusted adult if:

- I am not sure what I should be doing on the Internet

- I see something that makes me feel uncomfortable, upset or if I need help

- I know someone else is upset, uncomfortable or scared

- I see others participating in unsafe, inappropriate, or hurtful online behaviours

- I find myself in unsuitable locations. If this happens, I will click on the home or back button or turn off the screen

- I feel that the wellbeing of other students at the school is being threatened by online activities.

Consequences for inappropriate use of digital technologies

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps, and extra-curricular activities. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences if I do not behave appropriately.

Such consequences include (in order of severity):

- Loss of time using digital technologies. This loss of time will be dependent on the severity or the inappropriate behaviour and the number of times the inappropriate behaviour has occurred.
    - One session
    - Half a day
    - Whole day
    - Two days
    - Parent informed

- Immediate contact with parent/carer to set up a meeting as well as loss of time using digital technologies
    - One week
    - Two weeks
    - Limited use

- Management plan

- Contract

- No use of digital technologies

Incidents that occur digitally can be matched with real world crimes (see table below). It is important that students understand what these crimes are. We need to embed a culture of cyber safety and responsibility from an early age to ensure students are able to use technologies with care for themselves, others, and digital property.

Digital crimes	Real world crimes
Identity Theft	Fraud
Hacking	Breaking and Entering
Piracy	Theft
Spamming	Vandalism
Cyber bullying	Bullying

My ideas on safe and responsible behaviour

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.

I use digital technologies respectfully. This means I

Write or draw…

I use digital technologies with care. This means I

Write or draw…

I use digital technologies with honesty. This means I

Write or draw…

I use digital technologies for learning. This means I

Write or draw…

I use digital technologies to achieve. This means I

Write or draw…

Student Agreement

_____

(Principal or Teacher)

Acknowledges the commitment of

_____

(Student)

to be a polite, safe, responsible, and ethical user of

Digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's Signature   Principal/Teacher's Signature

Date:

_____