DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand this policy, please contact the school office 97292614.

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 bring your own device program from grade 3

(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 Boronia Heights 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
- Social Media Use to Support Student Learning and
- Staff also follow the Department of Education and Training'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:

- Boronia Heights 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.

Boronia Heights 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 Boronia Heights Primary School

Boronia Heights Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Boronia Heights Primary School has made special arrangements with CompNow who offer discounted prices for the lease or purchase of devices for our students. Boronia Heights Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

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 storage
- operates on OS version 14 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 Boronia Heights Primary School (9729 2614).

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Boronia Heights 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 Boronia Heights 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 [insert details of specific programs]
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Boronia Heights 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), Boronia Heights 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. Click here to see our policies on our website.

COMMUNICATION

- Available publicly on our school's website (https://www.boroniahtsps.vic.edu.au/)Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	Education Sub Committee meeting 25th July 2022
Approved by	Principal and School Council
Next scheduled review date	July 2024

PREP - 2 ACCEPTABLE USER AGREEMENT FOR THE INTERNET AND DIGITAL TECHNOLOGIES

Boronia Heights Primary School believes the teaching of Cybersafety and responsible online behavior is essential in the lives of students and is best taught in partnership between home and school. To guide and assist this partnership, the school's anti-bullying policies are in line with the eSmart Program.

21ST Century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefits from the opportunities provided through and online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behavior is explicitly taught at our school and parents/carers are requested to reinforce this behavior at home.

Some online activities are illegal and as such will be reported to police.

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

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

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that Boronia Heights Primary School has procedures in place which minimize the incidents of students being exposed to inappropriate content.

At Boronia Heights Primary School we:

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology, the internet and social media.
- Provide a filtered internet service
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a Cybersafety program at the school which is reinforced across the school
- Use mobile technologies for educational purposes (including capturing images about school experiences, excursions and incursions)
- Work with students to outline and reinforce the expected behaviours on the internet
- Reinforce that Cybersafe and responsible behaviours are expected in their school use of digital technology
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child

Part B – Student Agreement

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means that I:

- Never write mean or bullying messages or pass them on as this makes me part of the bullying

- Not use actions online to be mean to others (This can include leaving someone out to make them feel bad)
- Don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link)

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 that I:

- Protect my friends' information in the same way
- Protect my password and I don't share it with others
- Don't join a space online without my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information

When I use digital technologies I look after myself and others by thinking about what I share online

This means that I:

- Never share my friends full names, birthdays, school names, addresses and phone numbers because this is 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 I know someone else is upset or scared
- Stop to think about what I post or share online
- Use spaces or sites that are right for my age
- Don't deliberately search for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- Am careful with the equipment I use, use it respectfully and follow all teacher directions for looking after it
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When I use an ipad or other mobile device I agree to:

- Only take photos and record sound or moving images when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or taking moving images of them
- Be respectful in the photos I take or the moving images I capture and never use these as a tool for bullying

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

If you have any concerns about this agreement please contact the Principal on (03) 9729 2614

For further support with online issues students can call Kids Helpline on 1800 551 800.

Parents call Parentline on 132289 or visit http://www.cybersmart.gov.au/parents.aspx