



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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

SCOPE

This policy applies to all students at Gardenvale Primary School.

Staff use of technology is governed by the 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:

- Gardenvale 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 Technology at Gardenvale Primary School

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.



GARDENVALE PRIMARY SCHOOL

Gardenvale Primary School understands that 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.

Gardenvale 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 and healthy young adults.

Personal Devices at Gardenvale Primary School

Our school operates a Bring Your Own Device (BYOD) program from Year 4-6, which means students must bring their own purchased or leased device with them to school each day.

Students are required to have their own laptop that must:

- have battery that lasts the whole day (approximate 5-6 hours daily usage)
- be brought to school in a protective case
- have at least 120 GB of storage, 4GB Memory
- operate on Windows 10 Home, Windows 10 Education or Windows 10 Pro
- not be a Mac laptop / device

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 must bring a charged device to school each day to be used during class time for different learning activities.

Gardenvale Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to read our BYOD policy and/or contact Michele Jones Digital Technologies Manager.

Safe and Appropriate Use of Digital Technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Gardenvale 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 Gardenvale Primary School, we:



GARDENVALE PRIMARY SCHOOL

- 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
- Classroom computers or electronic devices may not be used by students during recess and lunch, due to lack of teacher supervision
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- 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
- have parent and student agreement to the 'Internet/Email Code of Practice' in order for students to gain access to the internet, or to publish work, photos or videos on the internet.
- provide students with their own password protected internet account and log on
- 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
- provide students with censorship filtered internet and email access. Students in Years 4-6 will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected
- have set up school email accounts to be password protected and users are instructed that they will be responsible for clearing their mailboxes regularly
- encourage students to notify their teacher of any inappropriate material so that access can be blocked. All staff shall be responsible for notifying the Digital Technologies Manager of any inappropriate material so that access can be blocked
- instil consequences of publishing, accessing or failing to notify the Digital Technologies Manager of inappropriate material shall include the removal of access rights
- All students shall be responsible for notifying the Digital Technologies Manager/their teacher of any cyber-bullying, so that the appropriate measures can be taken by the school
- endeavour to ensure that information published on the internet by students or the school is of a high standard, and meets relevant legal requirements, including in relation to copyright, safety and decency etc
- privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students online, only the student's first name and the initial of their surname will be used.
- 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 the Digital Technologies Manager, Assistant Principal or Principal 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.

Social Media Use

Gardenvale Primary 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/carer 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 current 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 Gardenvale 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), Gardenvale Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in any of 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.

REVIEW CYCLE AND EVALUATION



POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2021
Consultation	ICT Manager, Principal, staff, Education Subcommittee
Approved by	Principal and School Council
Next scheduled review date	June 2023



INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner and only for the purposes stated by my teachers. If I find myself in unsuitable online locations I will immediately click on the home or back button and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher or the school
- Not give out personal information such as my surname, address, telephone number, or the work address/telephone number of my family members.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- Not use material from other websites unless I have permission from the person who created the material or if I acknowledge the source. If I am unsure I will check with my teacher.
- Not use the internet to frighten, annoy, threaten, intimidate or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that if I break these rules I will lose my Internet / email access rights for a period of time as determined by my teacher, the Principal or the ICT Manager.

STUDENT NAME:

DATE:

Parent/Guardian Agreement:

I understand that the Internet can provide students with invaluable learning experiences. I accept that while teachers will always exercise a duty of care, ultimately, protection against exposure to inappropriate information depends upon responsible use by students. I believe my child understands this responsibility and I hereby give permission for him / her to access the Internet in accordance with school policy and rules. I understand that any student breaching these guidelines will be subject to appropriate action, which will be undertaken by the school. This may include loss of Internet / Email access for a given time and the student's parents being immediately contacted by the Principal. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I give permission for my child to: -

- Access the Internet within school guidelines and programs
- Send and receive emails to/from other people and organizations as approved by the school
- Publish their own material on Gardenvale Primary School's Website using their first name only

PARENT SIGNATURE:

DATE: