



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
- (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 Malvern Valley Primary School.

Staff use of technology is 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](#).

SCOPE

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 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.

Malvern Valley 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.

Appropriate use of technology

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

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including our Digital Communications specialist subject
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online. Resources that staff may use include, but are not limited to: -
 - <http://www.bullyingnoway.gov.au/>
 - <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/what.aspx>
 - www.kidshelp.com.au
- 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 technology
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter.

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.

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 parent or student on a personal social media account, or accept a 'friend' request from a parent or 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 or the staff member has a child attending Malvern Valley Primary School.

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. Staff members are not permitted to have parents of students at Malvern Valley Primary School 'following' them on a personal social media account and should request that they unfollow them as above.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Malvern Valley 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), Malvern Valley 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
- withdrawal of access to the Google for Education applications, for example but not limited to Classroom and Meet
- withdrawal of access to the SeeSaw online learning platform
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

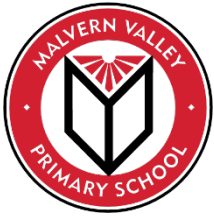
REFERENCES

- ICT Acceptable Use Agreement (Appendix A)
- Bullying Prevention Policy
- Student Engagement and Inclusion Policy
- Statement of Values
- Google Suite for Education Information and Agreement
- <https://www.esafety.gov.au/key-issues>
- <https://www.esmart.org.au/>

REVIEW CYCLE

This policy was last updated in 2020 and is scheduled for review in 2022.

APPENDIX A: ACCEPTABLE USE AGREEMENT



Malvern Valley Primary School

1a Abbotsford Avenue, Malvern East, 3145

Phone: 9569 5820

malvern.valley.ps@education.vic.gov.au

Principal: Joshua Sheffield

Dear Parents/Guardians,

Our computer network, internet access and Technological equipment bring great benefits to the teaching and learning programs at Malvern Valley Primary School. As an accredited eSMART school we understand the need for students to be taught how to use digital technologies appropriately and responsibly. We commit to explicitly teaching students the responsible use of digital technologies and also require a commitment by students that they will use them responsibly. We also ask that you, as parents/carers, support your child with this. This partnership and commitment is essential to ensure the wellbeing and safety of our community.

Attached is a copy of the Digital Technologies Acceptable Use Agreement, developed by Malvern Valley Primary School in conjunction with the Department of Education and Training and eSMART. Signing and upholding this agreement enables students to use digital technologies at Malvern Valley Primary School. If students do not adhere to the 'safe and responsible behaviours' listed in the agreement, their ability to use digital technologies will be either limited or withdrawn. We ask you to carefully read this document with your child and talk through its details, keep it at home as a reference, and sign and return the agreement.

We suggest that you also closely monitor your child while they are using technology at home and further support them in learning how to use digital technologies safely and responsibly. We strongly recommend that at home, all digital equipment is used in an open family environment to enable appropriate supervision and family communication about cyber issues.

Further information for parents about how to best support your child can be found on the following websites:

Budd-e <https://budd-e.cybersmart.gov.au/primary/main.php>

Interactive Game for kids based on cyber smart practices

eSafety <https://esafety.gov.au/>

Information on appropriate internet use, app specific information and bullying

Kids Helpline <http://www.kidshelpline.com.au>

Activities and games for students to learn about how to be safe online

Bullying No Way <http://www.bullyingnoway.gov.au>

Information on cyberbullying for parents and children

Please contact your child's class teacher or myself if you have any concerns about your child's safety in digital technologies.

Yours sincerely,

Joshua Sheffield
Principal

Digital Technologies Acceptable Use Agreement

School Profile

Malvern Valley Primary School recognises the significant benefits of the responsible use of digital technologies by its students. We also recognise the need to explicitly teach students how to be safe and responsible online and that this is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Malvern Valley Primary School we:

- ✓ Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- ✓ Have a Student Engagement and Inclusion Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- ✓ Place emphasis on educating our students to be safe and responsible users of digital technologies.
- ✓ Commit to teaching at least 10 hours of cyber safety to each class.
- ✓ Raise our students' awareness of issues such as online privacy and security, respectful online interactions and how to deal with and report inappropriate material and use.
- ✓ Supervise students when using digital technologies for educational purposes.
- ✓ Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- ✓ Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- ✓ Know that some online activities are illegal and as such we are required to report this to the police.
- ✓ 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.
- ✓ Provide parents/guardians with a copy of this agreement, resources to support children at home and the opportunity to raise concerns with the school.

We ask that you as **parents/guardians**:

- ✓ Read and help your child to understand this Acceptable Use Agreement document.
- ✓ Support us in educating your child about safe and responsible internet behaviours and use.
- ✓ Closely monitor and supervise your child when they are using digital technologies.

Act on any inappropriate use (including alerting the school where appropriate)

Safe and Responsible Behaviours

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite 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 (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).
- ✓ Let an adult know if I see anyone else doing these things.

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 friends' information in the same way.
- ✓ Protect my password and don't share it with others except my parents.
- ✓ 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 I:

- ✓ Never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their 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 someone is unkind to me.
- ✓ 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.

When I use digital technologies I **am respectful toward the equipment I use** by always being careful with it.

This means I:

- ✓ Always take care when transporting devices from one place to another.
- ✓ Always take care when I am using devices.
- ✓ Tell a teacher if I notice any damage to a device.

Ensure that devices I use are turned off and charged for the next user.

*** MUST BE DETACHED AND RETURNED TO CLASS TEACHER IN ORDER FOR YOUR CHILD TO USE DIGITAL TECHNOLOGIES AT SCHOOL ***

Digital Technologies Acceptable Use Agreement

We have read and understood this Digital Technologies Acceptable Use Agreement and we are aware of the school's initiatives to maintain a cyber-safe learning environment.

I will endeavour to always demonstrate *safe and responsible behaviours* when I use digital technologies.

Name of student..... Class

Signature of student..... Date.....

For the Parent/Guardian, my responsibilities include:

- ✓ Ensuring this User Agreement is signed read through, explained and then signed by myself and my child and returned to the school.
- ✓ Encouraging my child to always demonstrate *safe and responsible behaviours*.
- ✓ Contacting the school if there is any aspect of this Acceptable Use Agreement I would like to discuss.

Name of parent/guardian.....

Signature of parent/guardian..... Date.....