



## DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Heatherhill Primary School on 03 9546 7562 or [heatherhill.ps@education.vic.gov.au](mailto:heatherhill.ps@education.vic.gov.au)

### 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 the provision of school devices for student use onsite.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including laptops and iPads)
- (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 Heatherhill 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:

- Heatherhill 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.

Heatherhill 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 Heatherhill 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 Heatherhill 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 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 Heatherhill 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), Heatherhill 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 [heatherhillps@education.vic.gov.au](mailto:heatherhillps@education.vic.gov.au)
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as an annual reference in the school
- Discussed at student forums/through communication tools
- Made available in hard copy from the school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	November 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

All students at Heatherhill Primary School sign an Acceptable Use Agreement when enrolled.

### DIGITAL TECHNOLOGIES & INTERNET AGREEMENT STUDENT DECLARATION

#### Safe, responsible and behaviour

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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 is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect 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 or if I know someone else is upset or scared
- don't deliberately search for something rude or violent

- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

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.

### **Acceptable Use Agreement**

I agree to use digital technologies and Internet at our school in a responsible manner for purposes stated in The Heatherhill Primary School digital technologies and Internet Usage Policy. Digital Technologies refers to information and communications technologies such as computers, netbooks, iPads and tablets, digital cameras and other mobile storage devices. The Internet refers to any online websites and resources accessed via the World Wide Web.

If I ever find myself in unsuitable locations on the Internet I will immediately click on the home or back button and inform a teacher.

When working on the Internet I will:

- Only work on the web for specific educational purposes.
- Not give out personal information (such as my surname, address, telephone number).
- Ask the teacher before posting any material on the world-web pages.
- Need a teacher's permission before sending any online messages.
- Compose online 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. These messages need to be reported to the supervising teacher as soon as possible.
- Not copy material from other web sites, unless I have permission from the person who created the material.
- Never use the internet to frighten, annoy or bully other people.
- Follow school guidelines and procedures, when preparing materials for publication on the web.
- Never share photos or messages from myself or others without permission.
- Keep my passwords safe and never share with anybody.
- Report any privacy issues to the teacher.

I understand that breaches of the rules will result in a loss of my internet/email access privileges for a period of time determined by the internet coordinator/principal.

When using Digital Technologies, I will:

- ☐ Respect other school users by not accessing their data, folders or personal work product.
- ☐ Only work on projects with teacher permission.
- ☐ Keep my passwords private.
- ☐ Not alter folders, desktops, icons, shortcuts or other aspects of the computer set-up.

I understand that breaches of the rules will result in a loss of my digital technologies access privileges for a period of time determined by the digital technologies coordinator/principal.

**PARENT/STUDENT SECTION**

<b>STUDENT NAME:</b>	
<b>STUDENT SIGNATURE:</b>	
<b>PARENT NAME:</b>	
<b>PARENT SIGNATURE:</b>	
<b>DATE:</b>	



## Student Agreement/Licence

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(teacher)

**acknowledges the commitment of**

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(student)

**to being 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.

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Student's signature

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Teacher signature

Date \_\_\_\_\_