

EASTBOURNE PRIMARY SCHOOL

Digital Learning (Digital, Internet and Social Media) Policy

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 and robotics)
- (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

SCOPE:

This policy applies to all students and staff at Eastbourne Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview)
<https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>
- [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
<https://www2.education.vic.gov.au/pal/cybersafety/policy>
- [Digital Learning in Schools](https://www2.education.vic.gov.au/pal/digital-learning/policy)
<https://www2.education.vic.gov.au/pal/digital-learning/policy>
- [Social Media Use to Support Student Learning](https://www2.education.vic.gov.au/pal/social-media/policy)
<https://www2.education.vic.gov.au/pal/social-media/policy>

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Eastbourne Primary School's Child Safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](https://www.vit.vic.edu.au/_data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) (teaching staff)
https://www.vit.vic.edu.au/_data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf
- [Code of Conduct for Victorian Sector Employees](https://www2.education.vic.gov.au/pal/code-conduct/overview) (staff)
<https://www2.education.vic.gov.au/pal/code-conduct/overview>
- [Code of Conduct for Directors of Victorian Public Entities](https://www2.education.vic.gov.au/pal/school-council-conduct/policy) (school councillors)
<https://www2.education.vic.gov.au/pal/school-council-conduct/policy>

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 our school

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

Eastbourne Primary School understands that digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Eastbourne 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Eastbourne Primary School

Classes at Eastbourne Primary School are delivered curriculum with the use of iPads purchased by the school for our students.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Eastbourne, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Eastbourne 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 responsibly 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 promote safe, responsible and discerning use of digital technologies, including specialised digital technology classes.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- 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 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 and annual 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 (years 3-6) 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 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 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 Eastbourne Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy as well as the *Information and Communication Technology Acceptable Use Agreement* document.

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), Eastbourne Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement Guidelines*.

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* policy and the *Information and Communication Technology Acceptable Use Agreement* document.

REVIEW CYCLE

This policy was last updated October 2023 and is scheduled for review in October 2025.

Acceptable Use Agreement

Information and Communication Technology Acceptable Use Agreement 2020

At Eastbourne 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 the 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.

Teachers integrate the use of technology into their practice, allowing them to plan and deliver high quality, targeted learning experiences that are enhanced by technology. Eastbourne Primary believes the teaching of Cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between the home and school environments.

Students spend increasing amounts of time online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when they are working independently.

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

For students to gain online access at Eastbourne Primary School, this document needs to be signed and returned to the school. Please ensure that you read and understand this document with your child prior to returning it to your child's classroom teacher.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

We ask that you read through and discuss the following points with your child, ensuring they fully understand the appropriate use of technology in the school environment.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies such as specialist Digital Technology classes.
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- 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

- Provide a filtered internet service 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 care-givers 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:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(https://www.esafety.gov.au/education-resources/iparent)

ICT Acceptable Use Agreement

Year 3-6

Students, please tick each box to acknowledge your understanding of each point

When I use digital technology, I agree to:

Communicate Respectfully - *by thinking and checking that what I write or post is polite and respectful*

This means:

- never sending mean or bullying messages, or passing them on, as this makes me part of the bullying problem and ensure that notifications for messaging apps such as iMessage are turned off at school
- not using actions online to be mean to others, including leaving people out
- not copying someone else's work or ideas from the internet and presenting them as my own

Respect Personal Information – *by being aware that my full name, photo, birthday, address, phone number and school name, are personal details.*

This means:

- protecting and not sharing my personal details
- protecting my password and not sharing it with other students
- only joining a space online with my parent or teacher's guidance and permission after having read the terms and conditions
- never answering questions online that ask for my personal information

Look after myself and others – *by thinking about what I share online*

This means:

- never sharing my friend's full names, birthdays, school name, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something online that makes me feel upset or if I need help
- speaking to a trusted adult if someone is unkind to me online
- speaking to a trusted adult if I know someone else is upset or scared due to online activity
- stopping to think about what I post or share online

- using spaces or sites that are appropriate for my age
- not deliberately searching for something rude or violent
- being careful with the equipment I use
- not putting photos or videos of other people online without their permission

Use own and school equipment responsibly

This means:

- shut down or restart equipment when needed
- close apps / programs when I have finished
- only go on apps / programs that I have been instructed to use
- not move any apps on school devices
- not change the background or change any settings on school devices
- delete any photos I take when instructed to
- not delete anyone else's files
- carry equipment safely (walking with only one iPad, two hands and not handling other student devices)

Student Reflection:

After discussing these points with your parent/guardian, please write a short reflection on why it is important to have an Acceptable Use Agreement:

Parent Reflection:

After discussing these points with your child please write a short reflection:

Consequences:

If I fail to comply with the above guidelines, the teacher, in consultation with the school administration, will determine the appropriate consequence for any breach of this Acceptable Use Agreement. Consequences may include, but are not limited to, the following...

- Student and teacher discussion and revisit of the Agreement
- Student and teacher checking the device together to identify the infringement
- Suspension from the use of technology at school for a period of time (e.g. 1 day, 1 week)
- Indefinite suspension from using technology until the school deems the student is ready to be resume use
- Informing or meeting with parents if serious breaches occur

Student Declaration

I have read and fully understand all parts of the Acceptable Use Agreement

Signed: _____ Date: _____

Parent Declaration

I/We have read through this document with our child and will continue to support the correct use of technology at school and home.

Signed: _____ Date: _____

ICT Acceptable Use Agreement

Years F - 2

My Name: _____ Date: _____

Using words or pictures, please demonstrate your understanding on these points...

My ideas on safe and responsible behaviour

When I use digital technologies I **communicate respectfully**. This means I...

When I use digital technologies I **protect personal information**. This means I ...

When I use digital technologies I **respect myself and others**. This means I

Parent Declaration:

I/We have read through this document with our child and will continue to support the correct use of technology at school and home.

Signed: _____ Date: _____

REVIEW CYCLE

This policy was last updated December 2021 and is scheduled for review in 2023.