



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 on 59624053 or email healesville.ps@education.vic.gov.au

PURPOSE

To ensure that all students and members of our school community understand:

- 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 or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Healesville 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:

- Healesville 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

Personal Devices at Healesville Primary School

At Healesville Primary school we have 1:1 laptop program in the Years 3 to 6. These laptops are leased by the school from Equigroup and are allocated to students after their parents have signed a loan agreement document. The laptops remain the property of the school for the duration of the lease and after 3 years, at the end of the lease they will be returned to Equigroup. All laptops are allocated to individual students for their exclusive use and remain on the school grounds at all times.

At Healesville Primary School we have a class set of Ipads in the Prep-Grade 2 area. These were purchased by the school and remain on the school grounds at all times.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Healesville 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 Healesville 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 Healesville 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), Healesville 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
- 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 transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	This policy was consulted with School Council, Junior School Council and selected parents on 23 rd June 2022
Approved by	Principal and School Council on 23/6/22
Next scheduled review date	July 2024

Acceptable User Agreement is attached below

Loan Agreement is attached below



ACCEPTABLE USE AGREEMENT

At Healesville 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.

Safe, responsible and ethical users of digital technologies

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
- 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 parents and teachers
- only ever join spaces with my parent's or teacher's guidance and permission
- never answer questions online that ask for my personal information

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 uncomfortable, 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.

This Acceptable ICT Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices e.g. desktops, laptops, iPads, televisions, printers, scanners
- mobile phones and student owned devices
- email and instant messaging
- internet
- social networking sites
- video and photo sharing websites e.g. YouTube
- blogs, micro-blogs and wikis e.g. Twitter, Wikispaces, Wikipedia
- forums, discussion boards and groups e.g. Google groups
- vod and podcasts
- video conferences and web conferences

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

This agreement is in line with the Scoresby Primary School Digital Technologies.

In the event that a student inappropriately uses any ICT hardware or software at school, consequences will be put in place. For example:

- Parents and member of principal class to be informed
- Student to use digital device with a responsible classmate for a period of time
- A meeting between the student, teacher, family and member of the principal class
- *Serious breaches may result in a temporary loss of school access to ICT equipment as determined by the principal*

<i>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.</i>		
Student's Name: _____	Grade: _____	Date: _____
Student's Signature: _____		
<i>I understand that my child is expected to comply with the terms and expected standards of behaviour as set out within this Acceptable Use Agreement.</i>		
Parent / Guardian Name: _____		
Parent / Guardian Signature: _____		

Year 3-6 One to One Laptop Loan Agreement

Healesville Primary School has a strong commitment to preparing students for the future and believes that ICT plays a significant role in twenty-first century learning. As part of this commitment all Year 3, 4, 5 and 6 students will be LOANED a laptop to enhance their learning experiences. These laptop will be owned by the school and will remain on the school grounds. Each child will be allocated a laptop for their exclusive use, as a tool to assist their learning.

Parents and students must read the following information and agree to the terms. Also have read and sign the additional Acceptable Use Agreement that is sent out each year. Children will not be loaned a laptop until both forms have been agreed to and signed

1:1 Laptop Loan Charter

1. The laptop is on loan and as such Healesville Primary School retains ownership of the laptop at all times.
2. The primary purpose of the laptop is educational use.
3. The use of the laptop during the school day is at the discretion of teachers and staff. Students must only use their laptop when appropriate and as directed by their teacher.
4. Students are responsible for their laptop and must treat it carefully and report and issues and damages to a teacher
5. Laptops must remain free of any writing, drawing, stickers, or labels.
6. Teaching staff have the right to look at any application or file on the laptop at any time.
7. All data created, edited, modified and stored on Department of Education Google suite accounts and the school network can be accessed by approved staff at any time.
8. Students are not permitted to add or delete apps.
9. Sound must be muted at all times, unless approved by the classroom teacher.
10. Healesville Primary School makes no guarantee, written or implied, that materials on the laptop, including student work, will be safe from deletion or corruption, accident or otherwise.
11. Healesville Primary School reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy.

Safety and Privacy

Students must:

1. Follow the Healesville Primary School Acceptable Use Agreement.

2. Abide by Healesville Primary School's values whilst online and demonstrate safe, kind and respectful behaviour.
3. Guard their personal and private information. While on the Internet, students shall not reveal personal information, including home address or phone number, or the address or phone number of others.
4. Only log on with their username.
5. Must comply with copy right laws when they download or use any files such as images, music, videos, games or programs.

Students must not:

1. Engage in cyber bullying, harassment, or disrespectful conduct toward others. such conduct will result in disciplinary action
2. At any time attempt to search for inappropriate images or content. This includes anything that is rude or violent or uses unacceptable language such as swearing.
3. Create or circulate content that attempts to undermine, hack in to and/or bypass the hardware and software security measures in place.
4. Alter the laptop's hardware or installed software.
5. search for things online I know are not acceptable at our school.

Damage or Loss of Equipment

1. Laptops and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and faults. It does not cover misuse, abuse, accidental or malicious damage.
2. Any damages as a result of deliberate misuse, abuse or malicious act, will require parent reimbursement. The Principal will determine whether or not the student is responsible for repair or replacement costs.



Please sign and return this page to school. Children will not be allocated their laptop until this form is returned.

Student Agreement

I _____ (student's name) _____(class),

Have read and discussed with my parents the laptop loan agreement document and agree to abide by it. I understand that I will be allocated a laptop for my use at school

and that it will be my responsibility to look after it. I agree to only use my laptop for my school work and only when my teacher has directed me to.

Student Name (Please Print):

Student Signature: _____ Date:

Parent Name (Please Print):

Parent Signature: _____ Date:

Parent Agreement

I have read the laptop loan agreement and understand that my child will be provided with a laptop for their use at school and that the laptop remains the property of Healesville Primary School.

I understand that if my child damages their laptop as a result of deliberate misuse, abuse or malicious act, will require to to cover of the repair or replacement costs.

Parent Name (Please Print):

Parent Signature: _____ Date: _____