



DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PROTECT



Education
and Training



Help for non-English speakers

If you need help to understand the information in this policy please contact Boolarra Primary School 516969471

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 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 Boolarra 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:

- Boolarra 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.

Boolarra 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 Boolarra 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 Boolarra 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.
- 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 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.

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 Boolarra 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), Boolarra 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
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

Related policies and procedures

Boolarra Primary school policies can be found on our Website. Please go to the policy Tab under Important Information.

POLICY REVIEW AND APPROVAL

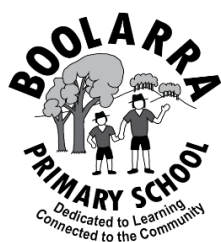
Policy last reviewed	October 2022
Approved by	Principal and School Council October 2022
Next scheduled review date	October 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Acceptable Use Agreement –

- Student User Agreement F-2
- Student User Agreement 3-6



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School Website: www.boolarra.vic.edu.au

2019 BOOLARRA PRIMARY SCHOOL INTERNET CODE OF PRACTICE YEARS 3 – 6

STUDENT AGREEMENT

I understand that most of the time I will be using the Cache to access the Internet. If I need to access any area that is not in the Cache I will only do so with teacher permission. I agree to use the Internet in a responsible manner, but if I find myself in unsuitable locations I will immediately click on HOME or turn the monitor off and inform the teacher.

When using the Internet at Boolarra Primary School I will:

- ☀ Only work on the web for purposes specified by my teacher.
- ☀ Not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- ☀ Never send a person my picture without first checking with my teacher.
- ☀ Always have my teacher's permission before sending e-mail.
- ☀ Compose e-mail messages using only language I understand is acceptable in my school.
- ☀ Not use the Internet to frighten or annoy another person.
- ☀ Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I know that it is not my fault if I get a message like that.
- ☀ I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure, I will check with my teacher.

I understand that breaches of the rules will see me lose my Internet access rights for a period of time determined by the school.

Student Name: _____

Student Signature: _____

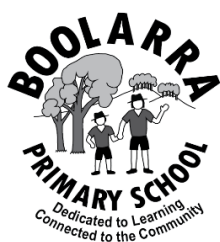
Date: _____

PARENT/GUARDIAN AGREEMENT

I agree to _____ using the Internet at school for educational purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk or exposure to unsuitable material.

Parent/Guardian Name _____

Signature _____



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2019 NETBOOK & IPAD USER AGREEMENT 3-6

Our school has Netbook computers and iPads available for student use. Students will use these to assist in their numeracy and literacy learning.

As these are a big expense for our school, it is imperative that students take their utmost care when using this technology.

Each Netbook is labelled 1 to 24 and each student has been assigned to a specific Netbook. This has been done to ensure accountability and appropriate use.

The following documentation needs to be read and signed by both the Parent/Guardian and student before participation in the Netbook & iPad Program.

Usage Guidelines:

- Students must adhere to the Boolarra Primary School's Acceptable Network and Internet Contract at all times.
- Netbooks must be secured in the Lapcabby and plugged in after use.
- Unauthorised copying of software or information belonging to others is prohibited.
- Students are responsible for backing up personal data.
- Students should not store private or sensitive information on the netbooks.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the netbook responsibly.
- Users should not expect that files stored on the netbook will always be private. This includes any and all files contained on a memory stick or other storage device connected to the netbook.
- The student is responsible for the appropriateness of all files and data stored on the computer.
- Students may not add or remove any identifying labels on the netbook as this will void any warranty.
- Netbooks are to be kept away from the eating area, food and drink.
- Any malfunctions must be reported immediately to the student's teacher.
- Netbooks are to remain in the classrooms at all times and are not to be borrowed to take home.

Damage of Netbooks:

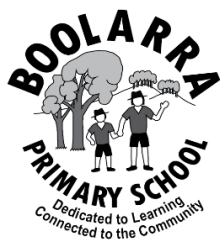
- **Netbooks or iPads intentionally damaged by students will not be covered by warranty. Depending on the damage to the Netbook or iPad, as determined by the school's technician, parents will either be required to pay for the repairs to the netbook or pay the full cost of a replacement netbook to the school.**

NETBOOK AGREEMENT FORM 2019

I acknowledge that I have read and agree to abide by the guidelines outlined above.

Parent/Guardian name: _____ Signature: _____ Date: _____

Student name: _____ Signature: _____ Date: _____



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BOOLARRA PRIMARY SCHOOL INTERNET CODE OF PRACTICE YEARS P-2

I agree to allow my child to access the Internet within areas that have been previously viewed by the classroom teacher or quality assured and available through the Department of Education's web site or other sources approved by the school.

I expect that adequate supervision will always be available when my child is using the Internet.

My child is aware that he/she should never give out personal information, including their phone number, last name or home address when using the Internet.

2016 NETBOOK & IPAD USER AGREEMENT P – 2

Our school has 24 Netbook computers and 9 iPads available for student use. Students will use these to assist in their numeracy and literacy learning.

As these are a big expense for our school, it is imperative that students take their utmost care when using this technology.

The younger students will be supported and trained in the required care and use of our Netbooks/iPads

Each Netbook is labelled 1 to 24 and each student has been assigned to a specific Netbook. This has been done to ensure accountability and appropriate use.

Damage of Netbooks or iPads:

Netbooks intentionally damaged by students will not be covered by warranty. Depending on the damage to the netbook (as assessed by the school technician), parents will either be required to pay for the repairs to the netbook or pay the full cost of a replacement netbook to the school.

I agree to the conditions of use for Internet access and iPad and Netbook use for my child/ren

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____ Date: _____