

DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

Phone: 03 9429 2950

Email: richmond.west.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
- (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 Richmond West 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 and students follow our school's Acceptable Use Policy.

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

- Richmond West 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)

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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.

Digital technologies include, but is not limited to:

- Computer systems and applications such as email, and the internet
- School networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax and copying machines

POLICY IMPLEMENTATION

Vision for digital learning at our school

Supervision and duty of care online

Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

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.

Richmond West 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 interconnected 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.

Student use of the Richmond West Primary School's devices and/or network to access the internet or any other digital technologies application is governed by Richmond West Primary School's Acceptable Use Agreement for staff and students. Students will be made aware of behaviour which is not acceptable when using digital technologies as stated in the *Bullying Prevention Policy*.

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Cyberbullying and using digital technologies for inappropriate purposes such as viewing/posting/sharing inappropriate or unlawful content; using digital technologies to harass, threaten or intimidate etc, will not be tolerated at Richmond West Primary School and consequences will apply to students in accordance with Richmond West Primary School's *Bullying Prevention Policy* and the school's *Child Safe Code of Conduct*.

Personal Devices at Richmond West Primary School

Richmond West Primary School delivers the curriculum with the use of iPads/tablets/notebook computers supplied by the school. Richmond West Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Staff and student personal digital technologies devices such as mobile phones should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft. (See *Mobile Phone Policy* for more information).

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our digital learning program are encouraged to contact the principal.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Richmond West 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 Richmond West 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 and Wellbeing* policy that outlines our school's values and expected student behaviour, including online behaviours

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- 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*.

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.

Photographs, video or digital images of a student are considered *personal information* and therefore their use and disclosure are governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and the Information Privacy Principles contained within it. Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission. (See *Photographing and Filming Policy* for more Information).

Information on supervision arrangements for students engaging in digital learning activities is available in our *Yard Duty and Supervision Policy*.

Foundation to Year 2 Digital Technologies

- Students will be able to access internet sites that have been previously viewed by the classroom teacher or quality assured and available through the DET's website or other sources approved by the school.
- Students will always be adequately supervised when using digital technologies. The students will be advised by the teacher to always close websites and inform the teacher if they encounter any material that makes them uncomfortable at any time.
- Students will be made aware by their teachers that they should never disclose any personal information online, including their phone number, their last name, home address, photograph of themselves or any information regarding their personal whereabouts at any time.

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- Students will be taught explicitly about cyber-bullying, their online behaviour and safety by their teachers.
- Parents will sign a Digital Technologies *Acceptable Use Agreement* agreeing to the above.

Year 3 - 6 Digital Technologies

- When using digital technologies, students will be mindful of internet security and personal online safety by not disclosing personal information including any personal passwords, full names, telephone numbers, images and information about their intended movements or whereabouts.
- Students will be respectful on how they communicate and work with others online. Online bullying will be dealt with, not tolerated.
- Students will use digital technologies at school for learning, use the equipment properly and carefully and not interfere with the work or data of another student unless working on an agreed collaborative project.
- Students will remember that the content on the web is either in the public domain or someone's property and to consult with teachers to get permission to copy information.
- Students will be taught appropriate rules around copyright laws.
- Students and parents will sign a Digital Technologies Acceptable Use 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.

Our school subscribes to several educational apps such as Reading Eggs, Seesaw and Quizzlet for students to practice literacy and numeracy skills and, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to classwork. Parents are welcome to contact the principal if they have any questions or concerns about students participating in these forums. From time to time the school may introduce new apps or online learning forums, and these will be communicated to parents prior to their introduction through school council, the newsletter or COMPASS.

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.

Staff use of Richmond West Primary School's devices and/or network to access the internet or any other digital technologies application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time. Breaches of this policy may result in disciplinary action.

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Student behavioural expectations

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and digital technologies.

When using digital technologies, students are expected to behave in a way that is consistent with Richmond West Primary School's *Statement of Values and School Philosophy*, *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), Richmond West Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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 and/or the administration, immediately.

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.

Staff behavioural expectations

Unless prior written permission is provided, when using social media staff must not:

- Disclose or use information that is confidential to the organisation
- Engage in excessive non work-related use of social media during work hours
- Post anything in which this organisation or any other person has intellectual property rights
- Convey information that would allow a reasonable person to ascertain the work being performed for this organisation or the identity of a stakeholder and their relationship with the organisation.
- When using IT systems, use any other person's ID or login details or otherwise impersonate any other person
- Disparage, criticise or show disrespect for any stakeholder
- Discriminate, harass, bully or victimise any stakeholder
- Use digital technologies to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

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If staff become aware of unacceptable use of social media as described above, they must notify the Principal or Assistant Principal.

Consequences of breaching this policy

- Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken.
- A breach of this policy may result in disciplinary action, which may include the termination of employment.
- Staff may be required to delete any information contained on any social media platform that is a breach of this policy
- Access to social media may be restricted for breaching this policy (or while complaints against individuals are investigated)

Manage personal information

Richmond West Primary School complies with the following directives regarding privacy. Schools are bound by the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) (Victorian privacy laws). Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from the parent, guardian or carer of a student to use and disclose their personal information.

This also applies to the registration and use of online learning tools and services. Schools are required to create, manage and dispose of their public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic). Services which operate online or within cloud technologies usually require certain personal details to create an account. Such services also usually provide an opportunity for personal information to be created within the space by the teacher and/or the student. Parents must give their consent knowing what information has been provided, who is able to see it and where it is stored. The intent of the space must also be understood.

The need for consent applies even when students sign themselves up for an account under teacher direction or supervision. It also applies if the personal information will not be accessible to or viewed by others, as stored data in a system.

Schools can undertake a privacy impact assessment (PIA) to identify and consider the privacy impacts of online services they would like to use. Schools must also have parent consent before publishing, reproducing or communicating a student's work, information or image. Schools should understand that while consent can be freely given, it can also be withdrawn at any time. If consent is withdrawn, the school must remove the content/resource or access immediately.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

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- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Discussed at student forums
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Child Safety and Wellbeing Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Yard Duty and Supervision Policy

Related Department of Education and Training policies

The Department's Policy and Advisory Library (PAL):

- [Digital Learning in Schools](#)
- [Parent Payments](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years, or earlier as required following breaches of this policy and/or an incident relating to internet use or cyberbullying.

Policy last reviewed	August 2022
Approved by	Principal
Consultation (Recommended)	School staff/School Council August 2022
Next scheduled review date	August 2024

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APPENDIX A: ACCEPTABLE USE AGREEMENT - STUDENTS SAFE AND RESPONSIBLE BEHAVIOUR

At Richmond West Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

When I use digital technologies and the internet 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 think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, 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
- 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 and the internet, 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 for my age 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 and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.



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ACCEPTABLE USE AGREEMENT POLICY – INTERNET AND E-MAIL

STUDENT'S NAME: **GRADE:**

I understand and will follow the guidelines outlined. I understand that access to the internet and e-mail facilities is a privilege. Inappropriate use will result in loss of that privilege, just like breaking any other school rule.

- **Be Polite – Netiquette** – always send messages that are polite.
- **Be Responsible – Use appropriate, respectful language** – when you are on-line you are representing Richmond West Primary School.
- **Privacy** – don't include any personal information like your full name, home address or phone numbers. Let your teachers know if any person is asking for personal information.
- **Information** – all the information accessed through the internet may not be accurate. Every effort will be made to ensure students develop skills to assist them to validate information.
- **Copyright** – respect other people's ownership of their work and don't copy it without permission.
- **Internet and Email** – is not to be accessed at school without a teacher's permission.
- **Privacy of Others** – don't access the files of other students or staff.
- Follow the **Cybersmart rules**.
- **USB Flash Drives / storage drives** are **not** permitted at school unless specifically requested by a teacher. In this case teachers will supervise students using this on the school network.

STUDENT'S SIGNATURE:

I agree to allow my child's work to be published on the school's website with first name only

Yes **No** (please tick your preference)

I agree to allow my child's photograph to be published on the school's website with no name attached at specific times e.g. having fun on a sports day at school

Yes **No** (please tick your preference)

I have discussed these guidelines with my child.

Signed **(Parent/Guardian). Date:**