

Digital Learning (Internet, Social Media and Digital Devices) POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Eagle Point Primary School reception on (03) 5156 6382 or email eagle.point.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.

SCOPE

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

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

- [Acceptable Use Policy for ICT Resources](#)
- [Cyber safety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

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

- Eagle Point 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 councilors)

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.

Eagle Point 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

At Eagle Point Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centered
- 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.

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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.

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 Eagle Point 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), Eagle Point 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

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- Included in staff induction 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	June 2022
Consultation	School Council June Meeting 2022
Approved by	Principal and School Council
Next scheduled review date	June 2024

Eagle Point Primary School



Internet Code of Practice

Student Agreement

Grades 3, 4, 5 & 6

I agree to use the Internet, email and similar cyber tools at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable cyber locations I will immediately click on the HOME or turn the monitor off and inform the teacher.

If I have my mobile phone, iPod or other mobile device I agree to keep the device turned off and secured in my school bag at all times.

I understand this Code of Practice also applies during school excursions, camps and extra-curricula activities.

When working on the Internet I will:

- Only work on the web for purposes specified by my teacher
- Not give out information such as my surname, address, telephone number, parents' work address/telephone number or passwords.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail or cyber messages.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not compose, send or respond to any messages that are unpleasant or make me or others feel uncomfortable in any way. It is not my fault if I get a message like that, but it is my fault if I send one.
- Immediately inform my teacher if I receive a message that is inappropriate or makes me feel uncomfortable in any way.
- Not use material from other web sites unless I have permission for the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten, threaten, annoy or bully other people. This can be illegal.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that failure to comply with these expectations will see me lose my internet/email access for a period of time to be negotiated between myself and the school.

STUDENT NAME:
STUDENT SIGNATURE:
DATE:

Parent/Guardian Agreement:

I agree/do not agree to

using the Internet and ICT devices 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 of exposure to unsuitable material.

If I have concerns regarding the use of ICT within the classroom, I will discuss these concerns with my child's teacher.

I understand that failure to comply with the expectations will see my child lose their ICT access for a period of time to be negotiated between the student, myself and the school.

I do/do not consent to my child having their first name (last initial) published on the school's Website.

I do/do not consent to my child having their picture published on the school's Website.

I do/do not consent to my child corresponding with others, using email or similar cyber tools.

PARENT NAME:
PARENT SIGNATURE:
DATE:

Eagle Point Primary School



Internet Code of Practice

Student Agreement

Grades Prep, 1 and 2

I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through the Department of Education and Early Childhood Development 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.

I have explained to my child that he/she should close the lid or cover of the device and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.

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.

I understand that all incoming email correspondence will be approved by a member of the school staff before being given to students to read.

I have read the above points and discussed with my child.

I give permission for my child to use the Internet at Eagle Point Primary School.

STUDENT NAME:
PARENT SIGNATURE:
DATE:
