WATTLE PARK PRIMARY SCHOOL

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

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)

(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 Wattle Park 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:

- Wattle Park 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.

Wattle Park 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.

Wattle Park Primary School provides access to a variety of devices to each year level that are used as part of a developmentally appropriate learning program.

Students, parents and carers who would like more information or assistance regarding our Digital Technologies program are encouraged to contact Wattle Park Primary School on 9808 2165.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wattle Park Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of creator and audience and empower students with the skills and knowledge to navigate the digital world.

At Wattle Park 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 the Wattle Park Primary 'Start Up Program' which, at the beginning of each year addresses the importance of digital safety and the *'Digital Literacy (ICT) Acceptable Use Student Agreement'* which follows this policy.

- 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

- have a *'Digital Literacy (ICT) Acceptable Use Student 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 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 *'Digital Literacy (ICT) Acceptable Use Student 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 Wattle Park Primary School's [Statement of Values and 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 inappropriate or unlawful content), Wattle Park 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.

Policy Review and Approval

This policy was reviewed by School Council 22.11.2022 and is scheduled for review in 2024.

Consultation with the Education Sub Committee and School Council in 2022.

Technology Agreement
Parent/Guardian

If you have any questions or concerns, please do not hesitate to contact the school.

Please indicate your acceptance of our Acceptable Usage Agreement by ticking the boxes that apply below.

☐ I/we have read the 'Purpose and Use of Digital Literacy at Wattle Park' document, this Agreement and the Student Agreement and understand their purpose.

☐ By signing this agreement, I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.

☐ I/we give permission for my child to use the network and online tools and resources that have been provided and approved by the school's Digital Literacies Team. For example, these may include but are not limited to, portable devices, computers, GSuite for Education, school network and online subscriptions eg. Mathletics.

☐ I/we give permission for my child to participate, and their details entered, in the annual Premiers' Reading Challenge, run by the DET, and for their name and details to be published in the Premiers' Reading Challenge Achievers Honour Roll in the newspaper each year.

☐ I/we understand that my child's access to our network may be suspended or removed if they breach the conditions outlined in the Student Agreement overleaf, in line with our school behaviour management policy.

☐ I/we understand and agree that if I wish to alter any of the authorisations I/we have given above, including publicity and photo release, it will be my responsibility to notify the school in writing, addressed to the Principal.

Parent/Guardian Name: ……………………………………………………. **Date:** ………………………

Parent/Guardian Signature: ……………………………………………… **Date:** ………………………

Digital Learning (ICT) Acceptable Use Student Agreement

The rules I will follow when using digital technologies at Wattle Park are:

General Use

1. I will treat technology devices with care and respect.

2. When I am using digital technologies I will use my time effectively and remain on task.

3. I will use school / personal devices and technologies for school purposes, as directed by my teacher. I will only keep school related content stored on the school network.

4. I will take care of the school's technology devices.

5. I will not use digital technologies for anything which would inconvenience other people; for example: a. Downloading large files which will slow the network, b. Changing the settings on computers or other equipment.

6. I will not use the school's equipment for anything that is against the law.

7. I will keep my password/s to myself, and not seek the passwords of others.

8. I will log off the devices when I am finished.

9. If I bring portable devices to school I will allow teacher/s to check their contents when they ask.

10. I am aware that viruses can be spread between devices through email and removable storage devices and I will let my teacher know if I believe this has occurred.

11. I will respect the privacy of others and not share photos, documents or other files that do not belong to me.

12. I will respect the 'intellectual property' of others and follow copyright laws, including the use of images I access online.

Internet and Online Tools Use

13. I will only access web sites that are relevant to school and the information that I need.

14. If I see or hear anything on a website that I am unhappy with, I will close my browser and tell my teacher immediately.

15. When I use email, forums, blogs or supervised chatooms, the messages I send will be polite, respectful and sensible.

16. I will not give out any personal information about myself or others unless I have permission from the teacher; for example, name, age, address, phone number.

17. If I receive any messages that I do not like I will tell a teacher immediately.

18. I know that the school may check my computer files, storage devices, email and the Internet sites I visit.

19. I will not copy other people's work and call it my own without acknowledging their content. This includes pictures and information I find online.

20. I will ask permission before sharing photos and information belonging to other people.

21. I will not register for accounts for online tools or services without the permission of my teacher.

As a responsible user of technology at Wattle Park Primary School I will follow the above rules.
If I break any of the rules I may be unable to use digital learning at Wattle Park Primary school. I will need to re-negotiate how I use digital learning at school. I understand my parents/guardians will be notified.

Student Name		Date	
Student Signature		**Date**	