DIGITAL LEARNING (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 on 9775 7533.

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 or insert other appropriate programs as relevant to your 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 Langwarrin 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.
- Acceptable Use Policy

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

- Langwarrin 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.

Langwarrin 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 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.

Personal Devices at Langwarrin Park Primary School

From Grade 4-6, Langwarrin Park Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Langwarrin Park Primary School has made special arrangements with Edunet, who offer competitive prices for the lease or purchase of devices for our students. Langwarrin Park 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.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- it operates using a Windows system
- We do not offer Apple devices for our BYOD program

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 BYOD program are encouraged to contact Edunet on 1300 338 638 or .

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Langwarrin Park 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 Langwarrin 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 [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 a Digital Technologies Acceptable Use Student Agreement outlining the expectations of students when using digital technologies for their schoolwork. This is also found in the school's student THRIVE diaries as a reference point for students, parents and teachers.
- 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 (Edustar), 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 their classroom teacher immediately and this will be then referred to a Principal Class Officer and technical support person to follow up.

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.

Our school has established a school Facebook page. This page is used by the school to communicate with the wider community school related events and information. Parents are welcome to make comments on posts. When commenting on a post, parents must be respectful and must abide by our Parent Code of Conduct (found in our Statement of Values policy).

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 Langwarrin Park 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), Langwarrin 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.

COMMUNICATION

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

- Available publicly on our school's website [or insert other online parent/carer/student communication platform]
- 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 student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 1, 2022
Consultation [delete this section if you did not consult when developing or reviewing this policy]	Education Committee SIT team
Approved by	Principal and School Council
Next scheduled review date	Term 4, 2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

LPPS Digital Technologies Student Acceptable Use Agreement

Rationale:

At Langwarrin Park 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.

Aims:

Cyber safety and the effective use of Digital Technologies is an important part of our school. By the time children arrive at school, many are already online and using digital technologies on an everyday basis. We understand the role that digital technologies has on students becoming global citizens and the opportunities it brings to learning.

At Langwarrin Park 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.

Implementation:

Part A - School support for the safe and responsible use of digital technologies

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Langwarrin Park Primary School we:

- Have a Student Engagement policy that outlines our school values of Respect, Resilience and Citizenship;
- educate our students about digital issues such as online privacy;
- supervise and support students using digital technologies in the classroom;
- explicitly educate our students on how to be safe and responsible users of digital technologies;
- support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- support our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
- have co-created team norms and values that clearly state our school's values and the expected standards and behaviour;
- provide a filtered internet service that offers the maximum possible protection;
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the police;
- and provide community members with a copy of this agreement and strategies they can implement at home to support their child through our school newsletter and web site links eg:
    - Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- providing parent information sessions focused on cyber safety principles.

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;

- not sending mean or bullying messages or forwarding them to other people;
- 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 parent
- 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, 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.

When aspects of the Digital Technologies Acceptable Use Agreement have been breached, the following management plan will be implemented (in accordance with our behavioural management plans):

Inappropriate use of mobile and school owned devices can include

- Not adhering to the guidelines in our school's Mobile Phone Policy.
- The use of 3G, 4G and 5G mobile WIFI on a device is not allowed. Only the school network is to be used by students while at school
- Devices being used when not under the direction of the teacher
- Using the camera of a mobile device (iPad, Yoga etc…) when not under the direct supervision of the teacher (photos and video clips will be removed from device after usage).
- Electronic devices not remaining in their protective covers
- Digital technologies remain in the classroom, unless directed by the teacher (going to specialists, moving between classrooms, working outside under the direct supervision of a teacher).
- Digital technologies are left in an unsafe space, vulnerable to damage (on the floor, on the edge of the table)
- Non-approved games or entertainment during school time (Fortnite, Minecraft, Roblox; Tik Tok; Snap Chat; Instagram).
- Listening to music during classes or study, unless used for learning as directed by teacher (non-explicit lyrics).
- Touching or use someone else's device without their permission
- Inappropriate use of the school network, or attempting to access the school network via another person's login and username
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes is strictly prohibited
- iMessage, Instagram, Skype, Snapchat, You Tube or social media while at school
- Sending or using inappropriate or explicit language, photos or images
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media is not allowed
- Transmission or sharing of copyrighted or pirated apps is strictly prohibited
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials is strictly prohibited
- Spamming other users
- Using the school's internet or email accounts for financial or commercial gain, or for any illegal activity is not allowed
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student Yoga or school equipment

- Attempting to bypass the school filtering system via any means
- Taking Yoga out of school bag before and after school (in the playground)

Consequences for misdemeanours and inappropriate use of mobile devices

All students at Langwarrin Park Primary School have a right to use the extensive Mobile Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of consequences will be applied as appropriate.

· First Offence - Verbal warning to student, name recorded by classroom teacher.

· Second Offence – Written warning issued to student to go home to parents (phone call to be made before letter being sent home). Warning letter to be returned to school signed by parent, name recorded again.

· Third Offence – short term (two week) suspension from using any Learning Technology facilities unless under direct supervision. Letter home to parents, name recorded again.

· Fourth Offence – long term (one month) suspension from using any Learning Technology facilities unless under direct supervision, meeting with the parents.

· Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the student code of conduct.

*** Please note that should a deliberate or particularly offensive act occur, Level 1 – 3 may be bypassed.*

All offences and actions taken will be reported (and recorded) to the Principal or Assistant Principal and the Digital Technologies Coordinator.   Students will be made aware of these penalties on a regular basis in each classroom.

Evaluation:

This Digital Technologies Student Acceptable Usage Agreement will be reviewed on an annual basis.