



East Bentleigh  
Primary School

# 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 East Bentleigh P.S. - 95703525

## 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 East Bentleigh P.S.

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:

- East Bentleigh P.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.

Example 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 East Bentleigh P.S. 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 East Bentleigh P.S. 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 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 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 East Bentleigh P.S.'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), East Bentleigh P.S. will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in several 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.
- Discussed at parent information nights/sessions.
- Made available in hard copy from school administration upon request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal - Maria Shearn
Next scheduled review date	May 2025

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Student Computer Use Agreement 2023

- **This agreement is to be completed by all students using the school's network – (where applicable).**
- **Breaking any terms of this agreement outlined below will result in the immediate removal of computer privileges, including Internet usage for a period of time determined by my teacher or the IT Coordinator.**

East Bentleigh P.S. recognises that teaching and learning will change as information and telecommunication technologies alter the ways in which information is accessed, communicated and transferred. Consequently, electronic information research skills are now essential for students as members of our society and as future employees. In responding to these changes, the School actively supports access by students to the widest variety of information resources, together with the development by staff of appropriate skills to analyse and evaluate such resources.

East Bentleigh P.S. uses networked computers. Students use these computers as a learning tool across the Key Learning Areas. Uses may include accessing information from the Internet, the school's intranet, using educational software or using email to communicate with others. While every effort has been made to prevent access to objectionable material on the Internet, this cannot be guaranteed. (N.B. software preventing access to these kinds of sites is installed on each computer.) Students access the World Wide Web through secure sites protected by the Department of Education and Training. Students using the school's network are able to access and store information in their own files, however staff are able to check information stored.

**Parents and guardians should share with the school the responsibility for setting and conveying the standards that students should follow when using media and information sources. When students are at school, it is expected that these standards will be consistent with the School Strategic Plan, Student Code of Conduct and other school policies.**

#### **Conditions of use:**

1. Computers on the school computer network may only be used by students when under the direct supervision of a teacher.
2. Students must act responsibly at all times and not act in a way that may offend other users. Any inappropriate use will result in the implementation of consequences as set out in the Student Code of Conduct.
3. Students must use correct ID and passwords when logging on to the computers and must log off at the conclusion of each session. Students using computers in the last session of the day are to log off and shut down all computers and ensure that all chairs are back and the room left tidy.
4. Games that are not part of the curriculum are not to be played at school (nor be downloaded to the network, or brought from home on USB).
5. No software is to be loaded by students.
6. Only work on the web for purposes specified by my teacher.
7. Outside email (e.g. Hotmail) is not allowed. Use School email only. Accounts are not to be established.
8. If a student finds material that is inappropriate or offensive on a monitor screen, she/he is to switch off the monitor immediately and tell the supervising teacher at once.
9. No food or drink is allowed near computers.

I, \_\_\_\_\_ (print STUDENTS' name & sign) understand and accept the conditions provided above. Should I break any of these conditions, I understand that I may be denied access to the computers for a time and may face other disciplinary consequences, as set out in the Student Code of Conduct.

I, \_\_\_\_\_ (print PARENT/GUARDIAN'S name & sign) have read the computer usage conditions and will accept any actions taken as a result of my child breaching these conditions of use.