DIGITAL LEARNING(Internet, Social Media & Digital Devices) POLICY

PURPOSE

Technologies, including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups globally so as to increase skills, knowledge and abilities.

The purpose of the Broadmeadows Valley (BVPS) Internet Policy and Procedures is to communicate to the school community appropriate and safe ways for students to access and engage in worldwide communication and information.

Broadmeadows Valley Primary School is committed to ensuring that students become confident and creative developers of digital solutions through the application of information systems. This policy outlines measures the school will take to support students to engage with digital technology in a safe and responsible way.

SCOPE

This policy applies to all students, staff, ancillary staff, technicians and any volunteers working at BVPS. This policy is to be read in conjunction with BVPS Child Safe, Duty of Care, Internet and anti Cyber Bullying Policies. Staff also follow our BVPS Acceptable Use Agreement.
Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- BVPS 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

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.

BVPS 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.

Schools must ensure that digital learning is conducted in a safe and responsible manner by staff and students. Schools must ensure that the use of online environments is for educational purposes, is appropriate and balanced.

Schools have a responsibility to educate young people about responsible online behaviour. BVPS will ensure that:
- Students are aware of expectations relating to the safe, responsible and ethical use of digital technologies.
- Online safety is included in curriculum planning
- Online incidents of concern are managed in accordance with the Department's policy on Reporting and Managing School Incidents, as well as any other Department or local school policy relevant to the type of incident.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Broadmeadows Valley Primary School, 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 Broadmeadows Valley 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 purposes with targeted educational or developmental aims
- Supervise and support students using digital technologies for their schoolwork
- Actively reinforce learning and behavioural expectations during learning activities
- Effectively and responsively address any issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- Have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including resources from https://www.esafety.gov.au/educators
- Actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- Provide students and staff will their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected
- Ensure that information published on the Internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency
- Provide students with email access through Gmail under teacher supervision
- Provide password protected email accounts where users will be responsible for clearing their mailboxes regularly
- Have guidelines on access rights that are defined for different user levels. Restricted access shall be available to guest users for specific purposes only
- Effectively and responsively addressing any issues or incidents that have the potential to impact on the wellbeing of our students
- Have an Acceptable User Agreement outlining the expectations of students when using digital technologies for ther 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.

At BVPS:

- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used

Parent Responsibilities
- Parents should read this document and discuss implications with their children
- Parents or legal guardians of student/s must give their written permission to use the system by signing the appropriate parent/student acceptance form early in the school year. Access cannot be given if the form is not signed. This form will be filed with student enrolment information.

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 uses the Google Apps and Seesaw platforms for students to showcase their work. Parents and peers can provide appropriate feedback and comments via Seeesaw. Parents are welcome to contact their child's classroom teacher if they have any questions or concerns about students participating in this forum.

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 the BVPS *Student Wellbeing and Engagement* policy, and BVPS *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), BVPS 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

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
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tool
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

BVPS Student Computer/Internet Use Code of Conduct **(attachment 1)**

BVPS Anti Bullying and Anti Cyberbullying Policy

Further information about supervision of students more generally, is available at Supervision of Students.
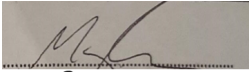
Further information explaining the duty of care owed by school staff towards students can be found at Duty of Care.

School Policy and Advisory Guide Links
• DET Using Technology to Support Teaching
• DET Schools and Cybersafety
• DET Acceptable Use Agreements and Consent
• DET Duty of Care and Supervision
• DET Using Social Media
• DET Students Using Mobile Phones
• DET Photographing and Filming Students
• Child Safety policies

EVALUATION AND RATIFICATION

The BVPS Internet Policy and Procedures will be reviewed as part of the school's three-year review cycle or before in line with DET requirements or mandates. This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Amendments to this policy will be made in consultation with staff, students and the school community.

Policy	BVPS INTERNET POLICY AND PROCEDURES
BVPS Council President	Signed:
BVPS Principal	Signed: C. Bianco
Reviewed	August 2021
Ratified	/ /2021

Acceptable Use Agreement

Safe and responsible behaviour

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. Think about how the things I do or say online might make them think or feel
- not sending mean or bullying messages or forwarding them on to others
- creating and presenting my own work and if I do copy something online, 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, phone number and school name 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 or teacher
- only ever join online spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post 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.

Student Name:

_____

Student's Signature: _____ Date: _____
I agree to allow my child to access the internet/intranet and that if he/she does not follow the above rules their privilege of use of the internet/intranet or the computers in the school may be revoked.
I do/ do not consent to my child having their photo/work published on the school's internet site.
I do/ do not consent to my child corresponding with others using e-mail.
Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Acceptable Use Agreement

My ideas on safe and responsible behaviour

When I use digital technologies and the internet I communicate respectfully. This means I:

> **Write/Draw**

When I use digital technologies and the internet I protect personal information. This means I:

> **Write/Draw**

When I use digital technologies and the internet I respect myself and others. This means I:

> **Write/Draw**

Student Agreement/License

_____

(teacher)

acknowledges the commitment of

_____

(student)

As a student I will continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.
I understand that my access to the internet and digital technologies at school will
be renegotiated if I do not act responsibly.

_____

Student's Signature

_____

Teacher's Signature

_____

Date

Steps taken when students do not follow this agreement

If students do not follow the agreement, classroom teachers will use the following steps as consequences:

1st breach - Access to technology is removed for the learning session

2nd breach - Access to technology is removed for the day. Parent is contacted by classroom teacher.

3rd breach - Access to technology is removed for the school week -iPad not to be brought to school. Parent is contacted by classroom teacher and meeting set up with Assistant Principal to discuss technology use in the classroom.

In the case of serious misuse such as involvement with cyber bullying at school, damage to other students iPads and similar incidents the classroom teacher and school administration will deal with these on a case-by-case basis.