

# Mount Evelyn Primary School

## School Policies Manual



### 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 Mount Evelyn Primary School on (03) 9736 2233 or email [mount.evelyn.ps@education.vic.gov.au](mailto:mount.evelyn.ps@education.vic.gov.au)

#### Purpose:

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance their learning
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, robotics)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies, social media and the internet
- the various Department policies on digital learning, including social media. Our school follows and implements these

#### Scope:

This policy applies to all students and staff at Mount Evelyn Primary School

Student 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:

- Mount Evelyn 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.

At Mount Evelyn Primary School we believe 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.

### **Student use of one-to-one notebook computers**

Students at our school are provided with the use of a school purchased notebook computer that is numbered and allocated to them at the beginning of year five. The device stays with them until the end of year six. The device is used during class time for different learning activities. Students are responsible for treating their device with care and correctly storing their numbered device in the charging trolleys at the end of each day. Devices are not taken home with the students.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Evelyn Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents and guardians. We request that parents and guardians work with us and encourage safe, respectful and positive technology choices at home.

At Mount Evelyn Primary School, we:

- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- 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 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 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 updates 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 Technologies Acceptable Use Agreement*.

It is the responsibility of all students to protect their own passwords and not divulge this 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 IT technician and/or a staff member of the Digital Technologies team as appropriate, immediately.

All messages, images, files, and other digital products 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 communications 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. Eg. 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 Mount Evelyn Primary School's values and the *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

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/accessing/posting/sharing inappropriate or unlawful content), Mount Evelyn Primary School will institute a staged response, consistent with our student engagement and behaviour policies. Where appropriate and feasible, this response may also be applied to incidents that occur outside of school but involve Mount Evelyn Primary School students.

Breaches of this policy by students can result in a number of consequences that 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 processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from the school upon request

This policy should also be read in conjunction with the MEPS:

- Student Wellbeing and Engagement policy
- Bullying Prevention policy
- Digital Technologies Acceptable Use Agreement
- Standard Permissions Form

#### Policy review and approval:

Policy last reviewed	19/11/2022
Approved by	Trevor Vass, Principal Consultation with School Council & School community via Parent Forum 5 <sup>th</sup> & 8 <sup>th</sup> August & Google Survey August 2022
Next scheduled review date	June 2024



# Digital Learning Acceptable Use Agreement

Mount Evelyn Primary School encourages all students to actively engage with a range of digital technologies to support their learning and help them participate in a rapidly changing world. Students use technology to find, explore, design, analyse, exchange and present information, developing their ability to think critically and creatively, communicate effectively and collaborate with others. They are educated about aspects of cyber safety and appropriate ways to use technology. We continually update technical requirements and teaching practices to provide a safe learning environment.

It is an expectation that students will act in a safe and responsible manner when using technology. We acknowledge that, despite our best efforts, it is not possible to guarantee full protection from inappropriate content, and so it is important for students to know the steps they should take to keep themselves safe and take action if they become aware of a problem.

Students have spoken in class about the school expectations when using digital technologies, as outlined below. These expectations apply during all school activities including camps, excursions, outside school hours care (OSHC) and extra-curricular activities. If students are found to be using digital technologies in an unsafe or inappropriate manner, consequences will be put in place according to the Mount Evelyn Primary School *Digital Learning Policy*. These consequences may include, but are not limited to, additional learning to be undertaken by the student, restriction of access to digital technologies, communication with parents/carers and school leadership, and notification to the appropriate authorities as required by law.

Please read the information below and discuss with your child then return the signed form to your child's teacher

## STUDENT SECTION

When I use digital technology, I have responsibilities and rules to follow. I agree to:  
use digital technologies at school for the purpose of learning, as directed by a staff member  
be respectful in how I talk to and work with others online and never write or participate in cyber bullying, distribute inappropriate material or impersonate others  
not interfere with the work or data of another student (including not attempting to use another student's login)  
keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images, and not using my school accounts/email address to sign up to websites/apps. I will protect my password  
not bring or download unauthorised programs, including games, to the school or run them on school computers or tablets  
not attempt to alter systems and security settings on any device that connects to the school network if these changes will affect access, security, and/or the safety of digital technologies and/or users  
not go looking for rude, offensive or inappropriate sites  
only take photos and record sound/video when it is part of an approved lesson and seek permission before including other people in what I record  
remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures  
think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).  
talk to my teacher or another adult if:  
I need help online  
I am not sure what I should be doing on the Internet  
I come across sites which are not suitable for our school or make me feel unsafe  
someone posts text, images, videos or anything else I don't like or that I think is inappropriate, makes me or my friends feel uncomfortable or asks me to provide information that I know is private  
I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access digital technology at school if I do not act responsibly.

.....  
*Student Name*

.....  
*Student Signature*

.....  
*Date*

## PARENT/GUARDIAN SECTION

Agree to allow my child to use the Internet and digital technologies at school. I have discussed the scenarios, potential problems and responsible use of the Internet and digital technologies with him/her as outlined in the Internet use agreement. I agree to contact the school if there is anything here that I do not understand, or if a situation arises that concerns me.

.....  
*Parent/Guardian Name*

.....  
*Parent/Guardian Signature*

.....  
*Date*

