

# 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 Kingswood Primary School at [kingswood.ps@education.vic.gov.au](mailto:kingswood.ps@education.vic.gov.au)

## PURPOSE

To ensure that all students and members of Kingswood Primary 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 and 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 Kingswood 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](#)
- [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:

- Kingswood 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.

Kingswood 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 Kingswood Primary School**

Kingswood Primary School operates an optional Bring Your Own Device (BYOD) program, which means, to participate, students must bring their own personal device with them to school each day.

You may only use Wi-Fi devices (no SIM capable device) as part of the BYOD program if you entered the program prior to 2022.

Families participating in the BYOD program must comply with the school’s Parent Information Booklet for the BYOD program. Participating families must have signed the relevant user agreements via Compass.

Kingswood Primary 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 the school’s ICT Coordinator.

Parents/carers are invited to purchase a device for their child to bring to school. Kingswood Primary School has made special arrangements with JB HIFI who offer discounted prices for the purchase of Chromebook devices for our students. Kingswood 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

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kingswood 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 Kingswood Primary School, we:

- do not allow the use of non-compliant technology by students
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred and collaborative learners
- new students, parents and staff will be provided with information about the school's ICT ethos through our induction process, 1:1 BYOD Program Parent Cyber Safety sessions and parent and student user agreements
- 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 promote safe, responsible, and discerning use of digital technologies, including external service providers (teachers are directed to the DET's FUSE website at the beginning of each school year)
- 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 standard protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, 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 updates in our newsletter and annual cyber safety 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 each year via Compass.

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, they must notify immediately the ICT Coordinator, local technicians, or Principal Class Employee as appropriate.

Kingswood Primary School has security software, monitoring individual devices to the extent of monitoring internet traffic. The school reserves the right to access back-end data in Google Drive and devices on school grounds to monitor students' online behaviour, as necessary and appropriate to the extent of providing a safe environment for all. 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.

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 Kingswood 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), Kingswood Primary School 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 at <http://kingswood.vic.edu.au/school-policy-documents/>
- Included in staff induction processes
- Discussed at staff briefings/meetings as required

- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## **ADDITIONAL RESOURCES**

[Parent Payments Policy Requesting Parent Payments for Digital Devices – One Page Overview](#)

[Statement of Values](#)

[Student Wellbeing and Engagement policy](#)

[Bullying Prevention policy](#)

[Parent Code of Conduct](#)

[Child Safe Standards](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2022
Consultation	Facilities and Community Engagement Sub Committee
Approved by	Principal and School Council
Next scheduled review date	March 2023

## **ANNEXURE A: ACCEPTABLE USE AGREEMENT (STAFF AND STUDENT)**

### **Acceptable Use Agreement**

#### **Staff**

Staff are directed to the Staff Code of Conduct, which can be found in the Staff Handbook.

Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above will result in disciplinary action, which may include termination of employment. Teachers are responsible for responding to reports made by students in relation to cyber bullying and any other inappropriate use of ICT.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet. Safe and Responsible User Agreements support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.

#### **Students**

When I use digital technologies, I agree to be a safe, responsible, and ethical user always, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images.
- Protecting the privacy of others, never posting, or forwarding their personal details or images without their consent.
- Not bringing any digital device to school that I do not have a signed acceptable use agreement for.
- Talking to a teacher if I feel personally uncomfortable or unsafe online, or if I see others engaging in or displaying unsafe, inappropriate, or hurtful online behaviours.
- Following all teacher instructions regarding the use of the Internet and E-mail.
- Only accessing appropriate information, which is relevant to my work.
- Getting permission from the teacher if I want to use information or pictures from the web.
- Thinking carefully about what I read on the internet, question if it is from a reliable source and using the information to help answer any questions.
- Taking great care of all ICT equipment in the school. This includes laptop computers, interactive data panels, projectors, iPads, iPods, printers, cameras, robots, microphones, and headphones.
- Not installing, uploading, or downloading software without permission from the school.
- Not bringing or downloading unauthorised programs, including games, to the school or running them on school devices.
- Using a mobile device with a built-in camera in a responsible way by:

Only taking photos and recording sound or video when it is part of a class or lesson and I have teacher approval

Seeking permission from individuals involved before taking photos, recording sound, or videoing them (including teachers)

Seeking teacher permission before uploading any content to websites (e.g., blogs). This Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps, and extracurricular activities. Failure to adhere to the ICT Acceptable Use Guidelines - WILL result in the student forfeiting their privilege to be part of the Kingswood Primary School Electronic Network.

### **Advice for Parents**

Please keep this as a resource to use at home.

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play, and chat. If you have the internet at home, encourage your child to show you what they are doing online. If not, we strongly encourage you to visit the school to see their work and how the school uses the Internet. Bullying, stranger danger, accessing inappropriate material, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

As parents, we recommend that you:

- set an example to your children about how to use social media responsibly. Parents should be mindful when posting photographs of their children, containing three points of identity (for example, their full name, location, school uniform, etc.).
- think twice before posting negative statements or reviews about people or places, as your first responsibility is to be a role-model to your children
- take some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask your child to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc
- always get your child to set their social media space to 'Private' if they use a social networking site
- have the computer with internet access set up in a shared place in the house - not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones and devices
- ask questions when your child shows you what they are doing

How does it work, how do you set it up and can you block out people?

Who else is sharing this space or game - did you know them before or 'met' them online and what do you know about them?

Why is this so enjoyable - what makes it fun?

Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?

What are you doing to protect yourself or your friends from these potential dangers?

When would you inform an adult about an incident that has happened online that concerns you?

Is there a recommended age for use of this program?