DIGITAL LEARNING POLICY
(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.

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 Year 5 and 6 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, 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 Auburn South 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.

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

- Auburn South 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.

Auburn South 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 interconnected 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 Auburn South Primary School

Auburn South Primary School operates a Bring Your Own Device (BYOD) program in Years 5 and 6. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Auburn South 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

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 the school Principal.

The BYOD program will be reviewed at least every three years, to provide technical specifications and recommendations of appropriate devices.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Auburn South 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 Auburn South 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
- 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 (i.e. the Student eLearning agreement in Appendix A) 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 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 [Annexure A]. Teaching staff will provide their students with explicit instruction around the safe and ethical use of digital technologies and the internet, in line with the ASPS eLearning agreement [Annexure A].

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 the classroom teacher 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.

Social media applications or websites relevant to a school context may include but are not limited to Facebook, Google+, Twitter, LinkedIn, Instagram, instant messaging, Youtube, Whatsapp and Xuno.When used responsibility, social media offers unique communication, collaboration and learning opportunities for all members of the ASPS community. It is incumbent upon all members of the school community to ensure that their actions in using social media do not have negative implications for the school. Student, staff and parent/guardian/volunteer responsibilities in relation to social media use are set out below.

Student responsibilities

When using social media, students are expected to:

- Comply with all aspects of the ASPS eLearning Agreement (refer to Annexure A for a copy of the ASPS eLearning Agreement), to be signed by all students annually;
- Read and agree to the terms and conditions of any social media platform, including complying with any age restrictions;
- Refrain from accessing all social media applications or websites without explicit permission from a staff member;
- Under no circumstances impersonate or falsely represent another person;
- Never share video, audio or photographs of any member of the ASPS community without first gaining permission from staff and affected member of the ASPS community;
- Remain safe at all times and not share any personal details, including (where possible) names, phone numbers, addresses, birth dates, photographs or passwords;
- Never share or download any copyrighted material;
- Not access or install social media on any school-owned device without explicit permission.

Staff responsibilities

- Staff are expected to access social media platforms in a responsible manner and at appropriate times;
- Staff are expect to ensure students are supported in fulfilling their responsibilities as per this policy and the ASPS eLearning Agreement;
- Staff are expected to seek permission from the Principal or Assistant Principal before using any form of social media in lessons or school activities;
- 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
- 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.
- All interactions with students online are to be conducted by staff members only in an educational context;
- Exceptions to the previous two points may exist where such a relationship is potentially appropriate (for example, a staff member who is also an ASPS parent/guardian or lives in the local community). Informing a Principal-class employee in writing is recommended in such instances;
- While using social media, staff members are not to discuss school students, families, colleagues or comment on any aspect of the policies or operations of the school;
- Staff members are wholly responsible for anything personally posted on social media while employed by the school, prior to being an employee and after their employment with the school has ceased;
- Where staff identify themselves as employees of the school on social media, they must remain mindful that any content posted should respect the values and philosophy of the school;
- Staff must not post any school or International Baccalaureate logo on social media;
- It is strongly recommended that staff maintain the strictest privacy settings on their personal social media accounts to avoid being discovered by any other member of the school community;
- Staff must never share video, audio or photographs of any member of the ASPS without first gaining permission;

Parental, guardian and volunteer responsibilities

When using social media:

- Parents, guardians and volunteers should support their children in complying with the ASPS eLearning Agreement;
- Parents, guardians, volunteers and their families and friends must not post on social media any media content that identifies or features any member of the school

community (students, staff, parents etc) without the explicit permission of the individual or parent/guardian (in the case of a student);
- Parents, guardians or volunteers should not post false, misleading or offensive information about the school or school community on social media;
- Parents, guardians or volunteers should not access social media while assisting in classroom activities or while allocated to supervise a child or group of children;
- Parents, guardians or volunteers must never share a video, audio or photographs of any member of the ASPS community without first gaining permission of the individual or parent/guardian (in the case of a student).

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Auburn South Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy and the ASPS eLearning Agreement [Annexure A].

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), Auburn South 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
- Included in staff induction and child safety training processes
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
Approved by	Principal
Next scheduled review date	July 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Auburn South Primary School eLearning Agreement

- This agreement is to be signed annually by all students of Auburn South Primary School

Context

Auburn South Primary School is aware of the vital role of technology in a 21st Century education. The school is committed to providing all students with the opportunity to explore and develop ICT (Information & Communication Technology) skills in a safe, supervised and engaging environment.

All Internet activity, occurring via the wired or wireless networks of the school, is subject to Department of Education & Training (DET) restrictions. In addition, school technicians are responsible for blocking any further websites or applications (apps) that are deemed unsafe or inappropriate for our students. However, as the world of technology is an ever-changing landscape, we cannot guarantee that all such sites or apps are blocked on our networks. The partnership between school and families is vital in ensuring that our students are well informed of their responsibilities when using technology.

Conditions for use of ICT equipment at Auburn South Primary School

1. School ICT devices and networks may only be used by students when under the direct supervision of Auburn South PS staff.
2. Students may only use ICT devices and networks during school hours. Recess and lunch times are to remain ICT-free unless an extreme weather program is called. Students attending Before or After School Care may use equipment as per this agreement with the permission and supervision of Camp Australia staff.
3. Students must use devices and networks responsibly at all times. Any inappropriate or offensive use will result in the implementation of consequences in accordance with the *Student Wellbeing Policy*.
4. Students are not to share usernames or passwords with peers and must not attempt to log in to any device, network or website using the account of another person.
5. Non-educational games or apps are not to be played at school (nor be downloaded to the network, or brought from home on portable storage devices).
6. Under no circumstances should illegally copied or pirated software or files (including but not limited to games, video or music) be stored on school-owned devices or accessed while at school.
7. Browsing of the Internet must be done under the direct supervision of an Auburn South PS staff member.
8. Private email accounts (Gmail, Hotmail etc) are not to be accessed while at school unless specific permission has been obtained under exceptional circumstances.
9. Any student inadvertently discovering inappropriate or offensive content on any device while at school must immediately inform an Auburn South PS staff member.

10. As technicians are unable to monitor mobile networks, portable devices (mobile phones, iPads etc) connected to mobile networks must not be used during school hours. iPads connected to the school WiFi network are able to be used. Communication between students and parents is to be restricted to the school fixed-line telephones only. Students bringing personal mobile devices to school do so at their own risk. Auburn South Primary School takes no responsibility for any such device that is lost or damaged. (Auburn South PS Mobile Phone policy is available to view upon request.)
11. Any photography or filming must adhere to the privacy policies of the school and the Department of Education and Training.
12. Food or drink is not permitted near ICT equipment.
13. Any breach of this agreement may result in the responsible student/s having their ICT usage suspended for a period to be determined by the class teacher of the student/s in consultation with the Assistant Principal or Principal. Staff members should ensure that parents are informed of any such suspensions.
14. Serious breaches of this agreement will be referred directly to the Assistant Principal or Principal.

STUDENT E-LEARNING AGREEMENT

While using ICT equipment at school:

- I will follow all staff member instructions regarding the use of ICT devices and the Internet.
- I will only use ICT devices and networks for educational purposes and with the permission of a staff member.
- I will respect all equipment and networks provided for my use by not vandalising, disrupting or harming it.
- I will return equipment to the appropriate place after use and plug in any chargers.
- I will not access or share any pirated or illegally copied material.
- I will not engage in any activities that are inappropriate or in any way offensive to another person.
- I will only print material (black and white only) once I have permission from a staff member.
- I will only access my own files and never log in to a device or website using the account of another person.
- I will never use personal mobile devices during school hours without explicit permission from a staff member or teacher.

While accessing the school network or the Internet:

- I will keep my passwords safe and not allow anyone else to log in to my accounts.
- I will not intentionally search for anything that is illegal, dangerous or offensive.
- I will immediately inform a staff member or parent/guardian, If I accidentally come across something that is illegal, dangerous or offensive (or makes me feel uncomfortable).
- I will only claim the work I do as my own and not plagiarise the work of others.
- I will only download material from the Internet when I have permission from a staff member.
- I will not use the Internet (including electronic communication in any form) to be mean, unkind, rude or hurtful to others or for any kind of cyber bullying. If I witness this kind of behaviour I will report it to a staff member or parent/guardian immediately.
- I will respect the privacy of others.

- I will not share any personal details with any site or person without explicit permission from a staff member or parent/guardian.
- I will never upload a photo or video to the Internet without permission from a staff member or parent/guardian.
- I will not respond to any messages or comments that in any way make me feel uncomfortable. (I understand that it may not be my fault – I will tell a staff member or parent/guardian immediately).
- My parent or guardian will be aware of any social media sites that I access or I am a member of. I will not access social media while at school or on camps or excursions.

NAME OF STUDENT _____**GRADE**_____

I agree to abide by the conditions of ICT equipment and Internet use described in the *Student eLearning Agreement*. Should I break any of these conditions, I understand that I will be denied access to school ICT equipment for a time and may face other consequences.

STUDENT SIGNATURE: _____

PARENT/GUARDIAN

- I have read and discussed the *Student eLearning Agreement* Auburn South Primary School with my child.
- I agree with the conditions relating to the use of ICT equipment and networks by students at Auburn South PS.
- I agree to support the school with enforcing any consequences related to the misuse of ICT infrastructure.
- I recognise that although the school will have a number of monitoring strategies in place, it is not possible to guarantee that no student will discover inappropriate material while using ICT equipment or networks.
- I give permission for my child to access the Internet at school for educational purposes.

PARENT/GUARDIAN SIGNATURE _____

DATE _____