



DIGITAL LEARNING POLICY

(Internet, Social Media & Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact Silvan Primary school [Damian Tirchett] on 03 9737 9258.

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 learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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 and the internet
- 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 Silvan 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 also follow our school's Acceptable Use Policy.

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

- Silvan 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.

Silvan 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 Silvan Primary School

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Silvan 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 Silvan 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, 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 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.

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.

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 Silvan 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), Silvan 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 processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

REVIEW CYCLE

POLICY REVIEW AND APPROVAL

Policy Name	Requires School Council Approval	Date Reviewed	Consultation	Recommended Review Cycle	Next Review Date
Digital Learning Policy	No – if school doesn't ask for payments of devices.	9th September 2021	Recommended and views considered	1 to 2 year	September 2023
Approved by:	Principal-Damian Turchett				



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

STUDENT CODE OF CONDUCT FOR INTERNET USE

Valid for the duration of the student's enrolment at Silvan PS

- I will take full responsibility for my own actions when using the Internet at school, off campus and after hours.
- I will not give out personal information such as my address, telephone number, parents' work address / telephone number, or the name and location of my school without the permission of a teacher.
- I will not send my picture or anything else without first checking with a teacher.
- I will compose emails using only language I understand is acceptable at Silvan Primary School.
- I will not respond to any messages that are offensive, or that make me feel uncomfortable in any way. It is not my fault if I receive messages like that and, if I do, I will tell a teacher immediately and turn off the monitor.
- I will not send a person my picture without first checking with my teacher.
- I will access only appropriate information that is relevant to the work I am doing.
- If I happen to find inappropriate material while using the Internet, I will turn off the monitor immediately and tell a teacher. I will not download the material and I will not tell any other students where to find it.
- I will not use the Internet to do anything that may be seen to be illegal or unethical.
- I will respect the email privacy of my fellow students: I will not give out anyone else's email address or the Silvan Primary School email address.
- I will ensure that the emails I send out show that I am a positive ambassador for Silvan Primary School and contain no inappropriate or offensive content.
- I will not use material from other web sites unless I have permission from the person who created the material. I will acknowledge any websites I use for educational purposes. If I am unsure, I will check with my teacher. All copyright laws will be adhered to.
- I will follow school guidelines and procedures when preparing materials for publication on the web.
- I will not use the internet to frighten, annoy or bully other people.
- I will keep my passwords secret.
- I will not log on to social networking sites such as Facebook (age restriction 13), Twitter (age restriction 13), Instagram (age restriction 13) or Snapchat (age restriction 13) while at school.
- I will only access YouTube, Padlet and other websites for learning when under the supervision of a teacher or parent.
- I will not breach the privacy of students, staff and members of the school community through any unauthorized publishing of photography, video or defamatory comments on social media or networking sites.
- I will get permission before using any software or memory sticks not belonging to Silvan PS.
- I will report any ICT problems / issues to my teacher.

I agree to follow all of these rules and I am aware that breaking them will immediately result in my access to the Internet being removed. Depending on the nature of the breach of rules, other disciplinary action may also apply.

Student's Signature

Teacher's Signature



INTERNET ACCESS - CODE OF CONDUCT Parent Approval Form

Student's Name: _____

Grade: _____

- I recognise the inherent dangers for students when using the Internet, due to the breadth of material available, the risk-taking of young people and the limitations of any supervisory function and software censoring programs.
- I understand that the school will endeavor to provide sufficient and appropriate supervision.

PERMISSIONS:

- Please Circle
- **I do/do not** consent to my child using the Internet at school for educational purposes in accordance with the Student Code of Conduct for Internet Use.
 - **I do/do not** consent to my child having their first name (last initial) published in the school's website and Facebook page. **PLEASE NOTE: School newsletter will be posted on the school's website.**
 - **I do/do not** consent to my child having their picture published on the school's website or Facebook page. **PLEASE NOTE: School newsletter will be posted on the school's website.**
 - **I do/do not** consent to my child corresponding with others, using email.

ACKNOWLEDGMENT:

- I give my child permission to use educational social websites such as Padlet, Edmodo, Kidblog and Edublog or equivalent for curriculum use.
- I give permission for my child to use the apps/websites Hopscotch, Scratch and Sphero for educational purposes.
- Where my child is found to breach the "Student Code of Conduct", he / she will be denied further access to the Internet. The school reserves the right to determine if and when access is restored.
- I have fully discussed the Code of Conduct with my child and am satisfied he / she understands their responsibilities when using the Internet at school.

Parent's Signature

Date

Reference:

<https://esafety.gov.au/education-resources/iparent>