

Skye Primary School  
395 Ballarto Road,  
Skye 3977

# Digital Learning



# Policy 2022



Skye Primary School

## Digital Learning Policy

Developed: 20/06/2022

Review: 20/06/2023



### Help for non-English speakers

If you need help to understand the information in this policy, please contact Skye Primary School Administration Office via telephone: 03 9786 1555 or email: [skye.ps@education.vic.gov.au](mailto:skye.ps@education.vic.gov.au)

## 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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and smart devices)
- (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 Skye 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:

- Skye 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, tablets and smart devices, 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.

Skye 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 Skye Primary School**

At Skye Primary School we use a range of digital devices to deliver the Victorian Curriculum these include laptops, iPads/tablets and desktop computers. Purchased and maintained by Skye Primary School. These devices are provided to students during class time as determined by the classroom teacher.

If students bring their own digital device to school, including but not limited to laptops, chrome books, think pads, tablets, iPads, iPhones, mobile phones, iPods, smartwatches with call, text or internet capability these must be handed into the office at the beginning of the day and collected at the end of the school day. Students are not permitted to have these devices on them unless prior permission is granted by the Jane Briffa – Principal.

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.

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

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

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 Skye 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), Skye 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
- 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
- discussed at student forums/through communication tools
- made available in hard copy from school administration upon request.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	20/06/2022
Consultation	20/06/2022 – School Council
Approved by	Jane Briffa – Principal
Next scheduled review date	20/06/2023

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement for the use of Digital Learning Technologies by students at Skye Primary School

#### PART A: School Profile

At Skye Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This Acceptable use Agreement (AUA) outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces.

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 this behaviour at home.

Digital Technologies include the use of computers, laptops, communication devices, the school network, the internet, digital cameras, scanners, photocopiers, removable storage media, mobile phone devices including iPad, iPods, smart watches, and other online tools.

Online tools, such as blogs, wikis and web apps are powerful learning tools for students. Students can use these tools to create, communicate, collaborate and connect. They can write stories, create podcasts and record videos. They can work with other students and contribute to tasks from home. They can reflect on their learning to help build more knowledge. They can connect and collaborate with students, teachers and experts in other classes, schools and even other countries in a controlled supervised environment.

#### **At our school we:**

- have a **Student Wellbeing & Engagement Policy** which outlines our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- have programs in place to educate our students to be safe and responsible users of digital technologies including our Resilience Project
- educate our students about digital issues such as online privacy, intellectual property and copyright
- supervise and support students using digital technologies in the classroom for educational purposes
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity

- provide a filtered internet service to block inappropriate content, but acknowledge that full protection from inappropriate content can never be guaranteed
- use online sites and digital tools that support student learning
- address issues or incidents that have the potential to impact on the wellbeing of our students
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- support parents and guardians to understand safe and responsible use of digital technologies the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents and guardians with access to this agreement both via our website and by obtaining a further copy from the administration office
- the following resources provide current information from both the Department of Education and Training and the Children’s eSafety Commission.

Bullystoppers interactive learning modules

<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

Please read this agreement with your child, discuss and sign.

*By not signing the agreement, your child **will not** be able to log onto the school network or use digital technologies for publishing their work, for research or for any other reason whilst at school.*

## PART B: Student agreement safe and responsible behaviour

When I use digital technologies, 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 and thinking about how the things I do or say online might make them feel (ask your child to reflect on how they would feel)
- not sending mean, rude or bullying messages including images and memes or forwarding them on from other people
- creating and presenting my own work and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that **my** full name, photo, birthday, address, school, and phone number 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 do not share them with anyone except my parent or guardian
- only ever join spaces with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself or other students.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means that I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone number 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, responsible and ethical user of digital technologies
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

## **PART C: Student Declaration**

When I use digital technologies, I:

**Communicate politely and respectfully** by thinking and checking what I write, email or post is polite and respectful at all times.

This means that I will:

- write nice things when talking to other people
- not make someone feel sad with what I create using digital technologies
- not access rude, offensive or inappropriate sites or register for accounts for online tools or services without permission of my teacher
- use the internet at school to help me learn
- understand that the school may check my computer files, storage devices, email and may monitor sites I visit.

**Protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and **not** to be shared online with anyone.

This means that I will:



- not share my photo online
- not share my password with others.

### **Look after myself and others.**

This means that I will:

- not share my friends' photo online
- tell my teacher if someone is being unkind to me or others
- be respectful in how I talk and work with others online
- never participate in online bullying
- use digital technologies for anything which could inconvenience other people, for example: printing more copies than I need, downloading large files which will slow the network, change any settings on computers or other digital equipment
- logon only using my username and passwords, keep my password a secret and not seek or use the usernames or passwords of others and log off when I am finished.

### **Use school equipment and access the internet appropriately.**

This means that I will:

- use the time I am given to work with digital technologies effectively and remain on task
- respect school equipment by not using USB memory sticks or external storage devices that have been brought from home at school
- think carefully about what I read on the internet and question if it is from a reliable source
- not copy and paste information and pictures, from the internet, as my own work
- not use school equipment for anything that is against the law
- keep food, drink and dirty hands away from digital technologies
- remember that these guidelines apply at home when accessing school based sites or other online resources approved by the school for our learning.

### **I will talk to my teacher or another adult if I need help online.**

This means that I will:

- turn off the screen and tell an adult if something appears on my screen that I don't like or know is not appropriate for school or if somebody writes something I don't like, or makes me or my friends feel uncomfortable or ask me for information that I know is private.

