

## DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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)
- 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 Beaumaris North 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:

- Beaumaris North 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 technology 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.

Beaumaris North 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.

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Beaumaris North 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 Beaumaris North 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 being an eSmart school and accessing The Cyber Safety Project curriculum
- 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 Beaumaris North 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), Beaumaris North 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

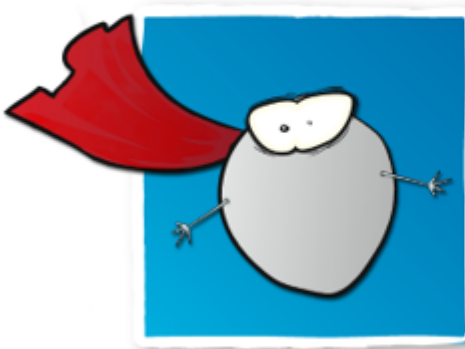
- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Regulatory and Compliance Committee
Approved by	Principal and School Council
Next scheduled review date	June 2024

# ANNEXURE A: ACCEPTABLE USE AGREEMENT

## BNPS Student eSmart Acceptable Use Agreement 2022



### Student eSmart Agreement

Teachers should use this document to discuss and teach the safe and responsible online behaviours that the school expects of its students.

This should be sent home for parents to further discuss with their children and to promote and reinforce safe and responsible online behaviour at home.

#### When I use digital technologies I:

- **Communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- ✓ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- ✓ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

#### Personal Mobile Devices:

- ✓ If I bring personal mobile devices (including mobile phones, tablets and smart watches) to school, it must be switched off, and handed to my classroom teacher at the start of the day, to be returned by the teacher at the end of the school day. Devices are not to be turned on until out of the school gates.

- **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.

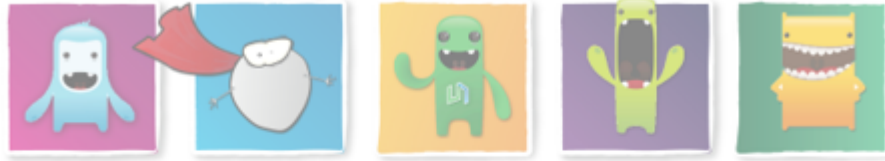
This means:

- ✓ protecting my friends' information in the same way
- ✓ protecting my password and not sharing it with others
- ✓ only joining a space online with my parent or teacher's guidance and permission
- ✓ never answering questions online that ask for my personal information.

- **Look after myself and others** by thinking about what I share online.

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ speaking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stopping to think about what I post or share online
- ✓ using spaces or sites that are right for my age
- ✓ not deliberately searching for something rude or violent
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ being careful with the equipment I use.



## 2022 Student declaration

### When I use digital technologies I:

1. **Communicate** politely and respectfully.

This means that I will:

- ✓ write nice things to other people
- ✓ not make someone feel sad
- ✓ .....
- ✓ .....

2. **Protect personal information**

This means that I will:

- ✓ not share my photo online
- ✓ .....
- ✓ .....

3. **Look after myself and others** by thinking about what I share online.

This means that I will:

- ✓ not share my friends photo online
- ✓ tell my teacher or a trusted adult if someone is unkind to me
- ✓ .....
- ✓ .....

4. **Personal Mobile devices**

This means that If I bring a devices (including mobile phones, tablets and smart watches) to school, it must be

- ✓ Switched off
- ✓ Handed to my teacher at the start of the day
- ✓ Devices are not to be turned on until out of the school gates.

### 2022 PARENT/GUARDIAN PERMISSION

*This Student Agreement should be read and discussed in conjunction with the BNPS 'eSmart Policy' and BNPS 'eSmart Use of ICT Guidelines' which can be found at <http://beaumarisnorthps.vic.edu.au/esmart/>*

I acknowledge that I have read the Beaumaris North Primary School eSmart Student Agreement and the relevant policies and have discussed their content with my child. I give permission for my child to use digital technologies and access the internet at school for educational purposes.

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_