Melton Primary School
No. 430
"Onward with pride"

Digital Learning (internet, social Media and Digital Devices)

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.
- 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 when using digital technology
- our school priorities the safety of students whilst they are using digital technology

This policy applies to all students and staff at Melton 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 council members also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Melton 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 council members)

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.

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.
- Melton 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 Melton 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 Melton 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.

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 a member of leadership 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 behaviour expectations

When using digital technologies, students are expected to behave in a way that is consistent with Melton Primary School's *Statement of Values, Agreed Behaviours and the Student Wellbeing and Engagement* 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), Melton Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Consequences for students

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 Engagement and inclusion Policy

Parents will be notified.

Consequences for staff

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

Policy review and approval

Policy last reviewed	21st February 2024
Approved by	Principal and School Council
Next scheduled review date	February 2026

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ACCEPTABLE USE AGREEMENT

NAME:_____ GRADE:_____

Please Read with Parent/Guardian

Safe and responsible behaviour

When I use digital technologies I:

1. **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
- don't use actions online to be mean to others (this can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link)

2. **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 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.

3. **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
- stop 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
- I am careful with the equipment I use

Student declaration

When I am at school I agree to be a safe and responsible user of digital technologies and to abide by the following rules and behaviours and acknowledge that my staff are considering my safety and well-being at all time.

I agree:

- to carry the laptop or iPad with 2 hands while we walk across the room and close the lid gently.
- If I am using an iPad I will make sure it stays in its case
- to use the keyboard or mouse gently and to wait patiently for programs to load or pages to change
- to not damage the screen with my fingers, pencils, etc.
- to only use the game or website my teacher has shown me
- to only use Google search engine under the teacher's direction
- that only a teacher can download apps or music on the iPads. Students are not allowed to go to the App Store, iBook or iTunes store at any time.
- that digital media tools, i.e. camera, video and iMovie should only be used during teacher approved activities.
- to use the robotic equipment with care and respect.

When I use digital technologies I:

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 that I will:

Not share my password and user name for the school computers

Not tell anyone my name or where I live unless I know who the grown up is

look after myself and others.

This means that I will:

Only use the internet when a grown up is near by

If I see something I don't like on the screen I go and tell a grown up straightaway

If I know someone else has seen something on the computer and that they feel upset I will tell a grown up straightaway

I have shared this agreement with my parents and I agree to follow the rules and to act safely and responsibly when using digital technologies at school at all times. I accept that there will be consequences if I choose to break the rules or behave irresponsibly

Student name:

I have discussed the above agreement with my child and agree to support my child and the school to ensure that my child develops safe and responsible habits and attitudes when using digital technologies at school

Student Signature: _____ **Date:_____**

Parent/Carer Signature:_____ **Date:_____**