



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact Carlton North Primary School on (03) 9347-4822.

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 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

SCOPE

This policy applies to all students and staff at Carlton North Primary School (CNPS)

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:

- [CNPS'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.

CNPS 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 CNPS

At times, classes at CNPS are delivered with the use of iPads/tablets/notebook computers.

Our school operates a Bring Your Own Device (BYOD) program, which means students are encouraged to bring their own purchased or leased device with them to school to be used during class time for different learning activities.

Families can choose to provide their child with an existing family-owned iPad or purchase an iPad from an external provider. CNPS has an arrangement with Beyond the Box that offers discounted prices for the lease or purchase of devices for CNPS students.

CNPS will provide access to school-owned shared devices for students of families unable or unwilling to provide their own device. These school-owned devices will be stored at school.

The preferred device at CNPS is an iPad as the software provides high levels of security and device management.

Students’ devices must:

- be brought to school in a protective case
- have at least 32 GB of storage
- operate on the latest iOS version
- have a keyboard attached
- have a lightning charger port
- be WIFI ONLY. Strictly no 3G/4G capable device will be permitted at school.

Families may choose to store their child's device at school rather than taking it home each day. Teachers will ensure that the iPad/BYOD cabinets are locked at all times when not in use, including recess, lunchtime, before and after school.

Please note that our school does not have insurance to cover theft or accidental damage to students' devices, therefore 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 on (03) 9347 4822.

Safe and appropriate use of digital technologies

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

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 CNPS' *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), CNPS 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
- Included in our staff handbook

- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | Feb 2022 |
| Consultation | Education Subcommittee Oct 2021 |
| Approved by | Principal and School Council Acting Principal Keith McNeill |
| Next scheduled review date | May 2022 |

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Digital Citizenship Student Agreement P-2

When I use digital technology I agree to:

Look After Me

- I will only go on the computer when I have permission.
- I will only go to pages I am allowed to go to.
- I will only share pictures and stories about myself when my teacher tells me to.
- I will talk to my parents and teacher about all of my online friends.
- I will tell my teacher or parents if anyone is unkind to me on the computer.

Look After Others

- I will only say nice things about people.
- I will ask before I share a picture or story about a person.
- I will only go to places that are nice and I will tell my parents or teacher if I go to a place that is nasty, unkind or rude.

Look After Property

- I will not download movies, games or music.
- I will check that the information I get on the web is correct.
- I won't leave rude or unkind messages on other people's spaces.

This agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Digital Citizenship Agreement

I have read through this agreement with an adult and understand how to be a safe Digital Citizen at Carlton North Primary School. I agree to follow these rules and understand that there are consequences if I do not behave appropriately.

Student's Name: _____

Signature: _____

Parent's Name: _____

Signature: _____

Date: _____

Digital Citizenship Student Agreement 3-6

When I use digital technology I agree to the following guidelines:

Looking After Yourself

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that web sites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing the web site to you parents or grandparents then it's inappropriate.
- Setting your privacy settings so only the people you know can see you and your personal information.
- Only putting information online that is appropriate and posting pictures that are suitable. Not everyone seeing your profile or pictures will be friendly.
- Always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- Talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

Looking After Others

- Show you care by not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive then they are inappropriate.
- Some web sites are disrespectful because they show people behaving inappropriately or illegally—or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- Show respect for other's privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

Looking After Property

- By not stealing other people's property. It's easy to download music, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt ask your teacher or your parents.
- By looking after other people's web sites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you finds.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others and to act appropriately, and in a moral and ethical manner.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these guidelines will have consequences.

I have read through this agreement with an adult and understand how to be a safe Digital Citizen at Carlton North Primary School. I agree to follow these rules and understand that there are consequences if I do not behave appropriately.

Student's Name: _____

Signature: _____

Parent's Name: _____

Signature: _____

Date: _____