

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the Multicultural Aide.

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 Dandenong South 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 of ICT Resources for Staff, Policy

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

- Dandenong South 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.

Dandenong South 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

[Under the Minimum Standards for school registration, including the Child Safe Standards, schools are required to have policies in place to manage student safety and wellbeing when using the internet. The purpose of this section is to help you meet these requirements, by stating broadly what the school is doing to ensure that digital technologies are used safely and responsibly by students. You should also consider including detail about the procedures and practices in place to foster a healthy and educationally focused digital culture at school. The text below is included as a sample only and should be amended to reflect your school community].

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Dandenong South 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 Dandenong South 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 resources from the e-Safety Commissioner website as well as FUSE. Each Sub School at Dandenong South Primary School has a planner that outlines the cyber safety programs used to educate the students.

- 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 Wellbeing and Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement for Students 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 or their Sub School Team Leader 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

Dandenong South Primary School has an Instagram account @dandenongsouthps which is the official social media account of the school.

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 Dandenong South 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), Dandenong South Primary School will institute a staged response, consistent with our Student Wellbeing and Engagement and Bullying Prevention 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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in the school newsletter
- Discussed at student forums/through communication tools
- Made available in hand copy form at the front office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	
Consultation	
Approved by	Principal and School Council
Next scheduled review date	21/06/2024

ANNEXURE A: ACCEPTABLE USE AGREEMENTS



Dandenong South Primary School

F-2 Technologies Acceptable Use Agreement Terms

At Dandenong South Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - [Bullystoppers Duty of Care and Supervision](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx)
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child:
 - [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
 - [Cybersafety guide - parents](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx)
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>
- educate our students to be safe and responsible users of digital technologies through fortnightly lessons and having appropriate incursions.
- support our students in adopting positive behaviours when online:

ONLINE	<ul style="list-style-type: none">• We keep our personal information private• We tell a trusted adult if we feel concerned or need help• We use our own login and sign out when finished	<ul style="list-style-type: none">• We only use approved sites and apps• We carry our devices with two hands• We charge our devices	<ul style="list-style-type: none">• We use kind words and images when we communicate online• We protect the personal information of others• We look after our devices
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We expect our students to exercise strong judgment and to use technology with integrity.

STUDENT ACCEPTABLE USE AGREEMENT – Years F-2

When I use digital technologies:

I communicate appropriately by thinking and checking that what I write is polite and respectful.

This means I will:

- ✓ respect others and communicate with them through kind words,
- ✓ never write or participate in online bullying,
- ✓ protect personal information.

I am aware that my full name, photo, birthday, address and phone number is personal information, and this information should not be shared online.

This means I will:

- ✓ protect my password and will not share it with others,
- ✓ join a space online only with my parents' or teacher's guidance and permission,
- ✓ always logging out of online accounts correctly (e.g. Mathletics),
- ✓ only take photos, video or sound recordings when I have asked my teacher or parents.

I look after myself and others by thinking about what I do and share online.

This means I will:

- ✓ search for and use approved sites and apps that are safe and appropriate,
- ✓ speak to a trusted adult if anyone is unkind to me or someone else,
- ✓ either turn off the screen or use the back button if I see something that makes me feel upset or that I don't like, and tell a trusted adult,
- ✓ protect and not share my friends' personal information such as their full names, birthdays, school names, addresses, photos and phone numbers.

I look after the equipment I use.

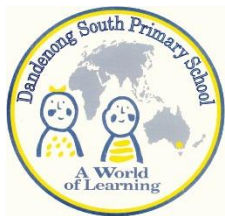
This means it is my responsibility to:

- ✓ tell a teacher straight away if something is broken or not working properly,
- ✓ close apps / programs when I have finished.

_____ understands and agrees to comply with each of the statements in this agreement.

Teacher: _____ Grade _____

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



Dandenong South Primary School Technologies Acceptable Use Agreement (Grades 3-6)

At Dandenong South Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- educate our students to be safe and responsible users of digital technologies through fortnightly lessons and having appropriate incursions.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - Bullystoppers Duty of Care and Supervision
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - Bullystoppers Interactive Learning Modules - parents
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
 - Cybersafety guide - parents
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentcyber.aspx>

Google accounts, with email access, will also be made available to Dandenong South Primary School students in Years 3, 4, 5 and 6 for instructional reasons. Student access to email is a privilege with a corresponding degree of responsibility for the user. As an instructional tool, student email accounts are controlled by the school administrator. This Acceptable Use Agreement/Policy is designed to give students (and their families) clear and concise guidelines regarding the appropriate use of technology. The underlying premise of this policy is that all members of DSPS's community must uphold the values of honesty and integrity. The acceptable use of technology reflects the strength of one's character, one's behaviour and one's choices.

We expect our students to exercise strong judgment and to utilise technology with integrity.

Safe and responsible behaviour

When I use digital technologies and the internet 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 think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address 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 don't share them with anyone except my parent
- 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.

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

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

digital technologies and the internet.

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

My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)

Student agreement/licence

Student agreement/licence

(teacher)

acknowledges the commitment of

(student)

**to being a polite, safe and responsible user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher's signature

Parent's signature

Date