

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 school on 5439 7232.

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 or insert other appropriate programs as relevant to your 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 Axedale 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

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

- Axedale 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.

Axedale 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 Axedale 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 Axedale 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 [insert details of specific programs]
- 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 or the Principal, 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

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 Axedale 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), Axedale 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 meetings as required
- Referred to in our staff handbook
- Discussed at parent information sessions
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation with School Council	November 2024
Approved by	Principal and School Council
Next scheduled review date	November 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

School profile statement

At Axedale 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 form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Families are asked to please return the signed lease arrangements, Schedule One and student agreement (last page) and keep the Acceptable Use Agreement for your reference.

At our School we:

- Have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies. An eSmart Yearly Planner has been developed for implementation. Students from Prep - Grade 6 participate in weekly Digital Technologies sessions, with a focus on safe and appropriate use of technology;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- 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, and other measures;
 - See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' 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 caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education and The Children's eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
- [iParent Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
<https://www.esafety.gov.au/education-resources/iparent>

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.
- Not touching or allowing others to touch ICT devices without teacher approval.

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. For Department of Education (DE) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

There are some non-negotiable rules related to Netbook Computers, which are a privilege and not a toy:

- The netbooks must be treated and handled with care and respect at all times.
- Once payment of the lease fee is made (or Term payment made) students will be permitted to take their netbooks home on weeknights and weekends but must be returned on the following school day. Netbooks will be left at school during holiday periods.
- Netbooks must come to school fully charged every day. The power cord can then remain at home ready for overnight charging.
- Music is not to be downloaded.
- Netbooks should not be used for playing games such as Minecraft at home.
- USB's will not be required at school.
- USB's are not to be shared between students.
- The netbook is for the use of the student only – not family members.
- No food or drink is to be consumed near the netbook at any time.
- Students are not permitted to download unauthorised programs or files.
- Students may wish to provide their own connected or wireless mouse or bud earphones for use on programs such as Mathletics and Reading Eggs. Earphones can be used with teacher permission.
- Care **MUST** be taken with charging cords. Damaged or lost charging cords must be paid for.
- Stickers, other than a name label, **MUST NOT** be put on computers.
- Home screens for computer and Google **MUST NOT** be changed. Changes are **NOT** to be made to cursors etc.

Lease agreement

1 Lease Arrangements

- (a) **AXEDALE PRIMARY SCHOOL** shall lease the netbook to the Lessee during the lease period. The Lessee shall pay the lease fee set out in the Schedule One for access to their netbook at home. The lease fee must be paid by the due date without any set off or deduction.
- (b) The lease fee does not include any consumables such as paper, ink or toner that may be required to be used with the netbook.

2 Termination

- (a) This agreement comes to an end:
 - (i) At the end of the lease period (Friday 13th December 2024)
 - (ii) In the event of default as described in subclause (b) hereof.
- (b) Default occurs if:
 - (i) Lease fees are not paid by the due date.
 - (ii) The Lessee is subject to insolvency or other proceedings which place the Netbook at risk for loss or seizure by others.

3 Cost

- (a) The total cost payable under the lease is \$100 per annum by Monday 4th March 2024 or \$25 per term first payment by Monday 4th March 2024, then the first day of Term 2, 3 & 4 (15th April, 15th July and 7th October). Payments not received by the due date will result in the student not being able to take the netbook home.
- (b) Any damage or loss of charging cord will incur a charge of \$30 to replace the charging cord.

4 The Netbook

- (a) The Lessee and the Student will operate, maintain and store the computer with due care and in compliance with the instructions and recommendations of the supplier and manufacturer of the computer and pursuant to any directions given by the school.
- (b) The head phones supplied by the school shall remain at school at all times.
- (c) The safety bag to be supplied remains the property of the school, and parents will be responsible for replacement costs if damage or lost.

5 Insurance

The netbook is subject to the warranty policy of the supplier.

- (a) On the occasion of accidental damage or theft:
 - (i) An excess of \$100 will apply, payable by parents for the lease period.
 - (ii) A loss notification must be accompanied by the appropriate police report.
- (b) On the occasion of deliberate damage the parents will be responsible for the full replacement cost.

PLEASE RETURN THIS PAGE

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I have read the above information about leasing arrangements for the use of a netbook. I understand and agree with the terms and conditions of this lease.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

SCHEDULE ONE

1. The Lessee (parent or guardian)

Name: _____

Address: _____

Contact Number: _____

2. The Student

Name: _____

Address: _____

3. The Netbook

Make/Model: _____

Serial Number: _____

4. Lease fee and due dates

\$100 per annum due on Monday 4th March 2024 OR
first payment of \$25 due on Monday 4th March 2024
and then a payment of \$25 due on the first day of
each term (15th April, 15th July and 7th October 2024)

5. Lease Period

Start date: Monday 4th March 2024 (or when agreement has
been returned & payment has been received.)

End date: Friday 13th December 2024