

Moonee Ponds West Primary School



Digital Learning (Internet, Social Media & Digital Devices) Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school reception on 9 370 6875 or by email on: moonee.ponds.west.ps@education.vic.gov.au

PURPOSE

Digital technologies, including the internet, are a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Digital technologies provide students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups around the world. Moonee Ponds West Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

Moonee Ponds West Primary School has an important role in ensuring that students know how to use digital technologies appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

Supervision and duty of care online

Principals and teachers have a duty of care to take reasonable steps to protect students from any harm that should have reasonably been foreseen, including those that may be encountered within the online learning environment.

School based cybersafety education and conversations with adults are two major factors that influence young people's online safety strategies.

The cybersafety and cyberbullying sections within the Bully Stoppers (see resources) online toolkit have been developed to support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies.

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.

Digital technologies includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- School networks
- Electronic storage devices
- Mobile devices such as mobile phones and tablet devices

- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax and copying machines

SCOPE

This policy applies to all students and staff at Moonee Ponds West 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](#).
- School's Acceptable Use Policy

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

These codes include:

- 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)

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

At Moonee Ponds West Primary School, we use Digital Technology as an integral component of student learning. 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.

Moonee Ponds West 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 Moonee Ponds West Primary School 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 Moonee Ponds West Primary School, we:

- actively educate and remind students of our **Student Engagement Policy** that outlines our School's values and expected student behaviour, including online behaviours and the actions and consequences for inappropriate use
- have an **Acceptable Use Agreement** outlining the expectations of students when using digital technologies for their schoolwork
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- supervise and support students using digital technologies for their schoolwork by using online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- 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
- provide a filtered internet service at school to block access to inappropriate content but acknowledge that full protection from inappropriate content cannot be guaranteed
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- 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
- 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, potential issues and the strategies that can be implemented at home to support their child through regular updates in our newsletter, information sheets, website/school portal and information sessions. Additional information from both the Department of Education and Cybersmart:
 - a. Bullystoppers Interactive Learning Modules - Parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - b. Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
 - c. Sex Education Australia (SEA) – Parents (<https://sexeducationaustralia.com.au>)

Responsibilities

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. 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.

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

Social media use

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student or parent of 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 Moonee Ponds West Primary School's *Statement of Values, Student Wellbeing and Engagement Policy, Acceptable Use Agreement Policy, Privacy Policy, Photographing and Film 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), Moonee Ponds West Primary School will institute a staged response, consistent with our student engagement and behaviour policies. Damage to any device will be reported to the classroom teacher immediately to follow up.

All matters of damage will refer to the school's *Device Repairs and Replacement Policy*.

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*.

For Staff, non-compliance with the Acceptable Use Policy or the use of digital technology to engage in behaviour that amounts to bullying, harassment or unlawful discrimination will be regarded as a serious matter and appropriate disciplinary action may be taken.

(<http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>)

Respond to online incidents

The Emergency and Security Management Unit (ESMU) operates a twenty-four hour, seven days per week emergency and security communication and coordination centre. Step-by-step guides provide practical steps and actions to protect, respond to or manage an online incident of concern. **See: Step by step guides**

Teachers working online

As a Department employee and a professional educator, teachers are expected to model smart, appropriate use of digital technologies. **See Staff social media policy**

Manage personal information

Schools are bound by the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic) (Victorian privacy laws).

Victorian privacy laws require schools to obtain fully informed, freely given, current and specific consent from the parent, carer or carer of a student to use and disclose their personal information.

This also applies to the registration and use of online learning tools and services. Schools are also required to create, manage and dispose of their public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic).

Services which operate online or within cloud technologies usually require certain personal details to create an account. Such services also usually provide an opportunity for personal information to be created within the

space by the teacher and/or the student. Parents/carers must give their consent knowing what information has been provided, who is able to see it and where it is stored. The intent of the space must also be understood.

The need for consent applies even when students sign themselves up for an account under teacher direction or supervision. It also applies if the personal information will not be accessible to or viewed by others, as stored data in a system.

Schools can undertake a privacy impact assessment (PIA) to identify and consider the privacy impacts of online services they would like to use.

Schools must also have parent/carer consent before publishing, reproducing or communicating a student's work, information or image. Schools should understand that while consent can be freely given, it can also be withdrawn at any time. If consent is withdrawn, the school must remove the content/resource or access immediately. **See:**

Consent forms

Digital copyright

Material on the internet is protected by copyright. The material that comprises a website will be protected by copyright and various pieces of content may be owned by different people.

In general, copyright in print, musical and artistic works, sound recordings or film contained on the internet will not be infringed, where the copy or communication is done with the permission of the copyright owner. Schools can ask permission or it could be indicated on a site or provided through Creative Commons licences under the fair dealing, flexible dealing, educational and other statutory exceptions, and copyright exceptions or through paid licence or agreement.

FURTHER INFORMATION AND RESOURCES

Related School Policies

- ***Student Behaviour Policy***
- Bullying prevention Policy
- Student Engagement & Wellbeing Policy
- Supervision and Duty of Care Policy
- Privacy Policy
- Photographing and Filming Students Policy
- Social Media Policy

Related DET Resources

- <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/loIconsent.aspx>
- ***School Policy and Advisory Guide Links (click on hyperlinks below):***
- DET Using Technology to Support Teaching
- ***DET Schools and Cybersafety***
- DET Acceptable Use Agreements and Consent
- DET Using Social Media
- DET Students Using Mobile Phones
- DET Photographing and Filming Students
- Bully Stoppers – supports parents, teachers and principals in working together to make sure schools are safe and supportive places
- Classroom resources – links to downloadable classroom activities, videos, interactive learning modules and quiz, advice sheets and other useful resources to use in the classroom

- Cyber Teach Toolkit– sequential lessons developed for Vdigital technologiesorian classrooms
- Safer internet day student activities – developed to support primary and secondary teachers
- Office of the Children's eSafety Commissioner – the Office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying
- Using Social Media: Guide for Department employees

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/manual
- Discussed with students annually relating to Acceptable Use of Technology
- Referenced in the School Newsletter

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Consultation	Education Sub Committee/School Council
Approved by	School Council
Next scheduled review date	November 2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

moonee ponds west primary

WE THINK, CREATE AND LEARN TOGETHER



150 Athol Street, Moonee Ponds, VIC 3039
Ph: 9370 6875
moonee.ponds.west.ps@edumail.vic.gov.au
www.mooneewestps.vic.edu.au

STUDENT PROTOCOLS for the ACCEPTABLE USE of ICT 2021

Acceptable Use Agreement

Being Cyber Smart is important for young children. By the time they arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or various applications.

Moonee Ponds West Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. We request that parents/carers work with us and encourage this behaviour at home.

At Moonee Ponds West Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement and Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including Rights and Responsibilities and the logical consequences for inappropriate behavior.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service (Netspace) but acknowledge that full protection from inappropriate content can never be guaranteed.
- Access to public media sites, such as YouTube, will only be accessible on staff devices and staff accounts
- Ensure the various technologies are looked after.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students, and
- Support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Limit access to sites using the department's online filters

Student's Safe and Responsible Behaviour:

When I use digital technologies I will:

- Communicate by thinking and checking that what I write, post or pass on is polite and respectful.
- Use the information to help me but I write it in my own words (not plagiarise).
- Protect my personal information and that of others. I am aware that full names, photos, birthdays, addresses and phone numbers are examples of personal information and are not to be shared online.

- Protect my password and not share it with others.
- Only join a space online with my teacher's permission and guidance.
- Either turn off the screen or use the back button if I see something that is inappropriate and then tell a trusted adult.
- Look after the equipment I use.

Additional Guidelines for the use of Digital Technologies at Moonee Ponds West Primary School:

I will:

- Use technology to assist my learning.
- Save my work in my own folder and not interfere with the work or data of other students.
- Bring, transfer and save home/school related tasks via a USB and with my teacher's permission.
- Only bring or download authorised programs, including games, music, photos or videos to school or run them on school computers with my teacher's permission and supervision. This will include the use of USBs.
- Save music, photos and videos into folders when it is to be used as a part of my learning.
- Only use digital devices during my break time (outside/inside) with my teacher's supervision.
- Use computers for schoolwork (not the Internet) with my teacher's permission at break times when it is a hot or wet day timetable.

EQUIPMENT

Damage to any device will be reported to the classroom teacher immediately to follow up.
All matters of damage will refer to the school's Device Repairs and Replacement Policy.

Computers (Mac Books/ Yogas)

I will:

- Look after the screen.
- Check that any cords are attached safely if needed.
- Keep food or drink away from the computer/s.
- Report any damage or problems to the classroom teacher immediately.
- Leave settings as they are (i.e. desktop background).
- Save and backup all work to my school Google account.
- Not download any applications without permission from my classroom teacher.
- Shut the screen when not using the computer or when moving around.
- Only carry one at a time.
- Sit at a table when using them.
- Shutdown, return and connect the device to a charger when I have finished using it.

- Sit with the iPad unless I need to take photos and/or videos.
- Close down all the apps after I use the iPad.
- Tell my teacher if a problem occurs.
- Charge the iPad before I put it back in the box.
- Keep the iPad in its cover.
- Keep drinks and food away from the iPad.
- Leave all the settings (including apps) as I find them.
- Make sure that heavy items are away from the iPad.
- Delete any photos/movies etc. that I don't need anymore.

Printers

I will:

- Select the appropriate printer.
- Check with my teacher before printing & reprinting.
- Report any printer that is not working (i.e. paper jam, no paper, not responding) to my teacher immediately.

iPads

I will:

- Ask my teacher before using the iPad.
- Carry the iPad with two hands.

Note:

Students, parents/carers & teachers need to understand and thus follow the guidelines outlined. Access to our ICT facilities is a privilege. Inappropriate use will result in a loss of that privilege as a logical consequence of inappropriate actions.

This agreement must be signed and returned to school, where it will be placed in the student's file. This agreement will be updated and signed off on each year.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent /Guardian Agreement

I agree to allow my child _____ to use Information and Communication Technologies (ICT) at Moonee Ponds West Primary School for educational purposes. Including:

- Compass School Manager
- For samples of my child's work and photos of my child to be used in Compass for sharing with my child or their parents for educational and academic reporting purposes
- Use of a range of secure educational programs, websites and apps to support their learning under supervision and management of school staff. Such as, Mathletics, Google Apps for Education, Microsoft Office, ACER- PAT testing, WebEx.

I have read and discussed the above protocols and expectations with my child.

Parent /Guardian Signature: _____

Date: _____

References –

State Government of Victoria -<http://www.education.vic.gov.au/healthwellbeing/respectfulsafe/cyberbullying.htm>

Allanah and Madeleine Foundation - <http://www.amf.org.au/>

Esafety Commission- www.esafety.gov.au