



LANCEFIELD PRIMARY SCHOOL

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the principal

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 chrome book program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including ipads 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 Lancefield 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 councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lancefield 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.

Lancefield 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.

Personal Devices at Lancefield Primary School

Lancefield Primary School operates a Bring Your Own Chromebook (BYOC) program for years 3 to 6. Classes at our school are delivered with the use of a bank of school owned chromebooks and ipads.

Parents/carers are invited to purchase or lease a device for their child to bring to school.

Students are invited to bring their own chromebook to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case

Please note that our school does not have insurance to cover accidental damage to students’ devices, and 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 Wiley Lewis.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Lancefield 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 Lancefield Primary School , we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on educational usage
- 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
- 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
- expect year 3 to 6 students and parents to read and sign the Lancefield Primary School ICT User Agreement – Acceptable use agreement for Chromebook and other digital technologies each school year

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 Wiley Lewis or the principal.

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 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 Lancefield 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), Lancefield 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 briefings/meetings as required

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	Consultation welcomed by community via school newsletter week 3 term 3 2022
Approved by	Principal and School Council [NOTE: School council approval is required for any elements of the policy that involve parent payments for devices]
Next scheduled review date	July 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Lancefield Primary School

2022 ICT USER AGREEMENT – years 3 to 6

Acceptable Use Agreement for Chromebooks and other Digital Technologies

When I use technology at school, I have responsibilities and rules to follow. I agree to:

Be a Learner

- ✓ not use the Internet unless a teacher has given me permission.
- ✓ use the technology at school for learning under the direction of my teacher.
- ✓ ask for assistance when I need help with equipment or software.
- ✓ manage my personal files and folders.

Be Safe

- ✓ carry the computer with two hands at all times.
- ✓ sit at a desk when using a computer or tablet.
- ✓ not eat food or consume drinks while using the Chromebook.
- ✓ not damage or attempt to damage the Chromebook.
- ✓ only plug a computer into the appropriate charger.

Be Respectful

- ✓ support other users by being respectful in how I talk and work with them.
- ✓ not make changes to any computer without the permission of a teacher.
- ✓ never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- ✓ not search for, or look at, offensive sites.
- ✓ not use technology to upset others.
- ✓ not interfere with the work or data of another student, teacher or person.

Be Fair

- ✓ I will share school technology with others when required and not argue.
- ✓ I will think carefully about what I read on the Internet, question if it is from a reliable source (check with my teacher or parent) and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- ✓ Remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures.

Be Responsible

- ✓ keep myself and my friends safe on the internet by not giving out personal details including full names, telephone numbers, addresses, images and personal plans.
- ✓ protect my passwords and usernames.
- ✓ I will talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the internet
 - I come across sites which are not suitable

- someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
- I feel that the safety or comfort of other students at the school are being threatened.
- ✓ I will not download music clips, images, programs or files unless I have permission from my teacher.
- ✓ I will seek teacher permission before uploading any content to websites, blogs etc.

When using digital technology with a camera or video I will:

- ✓ seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them (including teachers).
- ✓ seek permission from individuals and or teachers involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space.
- ✓ be respectful in how I talk to and work with others online and never write or participate in online bullying.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g., laptops, printers, cameras and tablets)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking, video sharing and micro blog sites (e.g. Facebook, Twitter, Instagram, YouTube)

Students under the age of 13 should not be on social media

- forums, discussion boards and groups (e.g. Google groups)
- podcasts
- video conferences and web conferences
- websites.

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I have read and discussed this agreement and the Digital Learning policy and understand the requirements of using digital technology and the internet in a safe and smart manner.

Student _____

Parent _____

Date _____