Digital Learning POLICY
(Internet, Social Media and Digital Devices)

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 iPad 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 when using digital technology

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all studentsstaff at Wonga Park 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](#).

DEFINITION

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

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 access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging, innovative and transformative. Digital technologies enable our students to interact with and create highquality 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.

Wonga Park 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 Wonga Park Primary School

Wonga Park Primary School operates a Bring Your Own Device (BYOD) iPad program. iPads are an integral learning tool. Our aim is to provide students with the best possible opportunities for creativity, exploration and innovation. We encourage our students to be creators of content, rather than merely consumers, and this is reflected in our choice of apps.

Parents/carers are invited to purchase a device for their child to bring to school. Wonga Park Primary School has made special arrangements with CompNow who offer discounted prices for the lease or purchase of devices for our students. Wonga Park Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use provided for free by the school.
Students are invited to bring their own device 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
- has at least 120 GB of storage
- operates on the latest iOS version
- Messages/notifications are switched off
- The front screen must be a photo of the child
- It has a password that parents are aware of

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 our ICT Team through the school office.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wonga Park 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 Wonga Park 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 a partnership with the Cyber Safety Project and an annual iPad licence process for 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 Engagement* policy 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 schoolowned 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.

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 Wonga Park 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), Wonga Park 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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions

- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

REVIEW CYCLE AND EVALUATION
This policy was last updated in July 2022 and is scheduled for review in July 2024

Wonga Park Primary School

Part A – School Support for the Safe and Responsible Use of Digital Technologies

Wonga Park Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21ˢᵗ century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are expected to reinforce this behaviour at home.

Some online activities are illegal and, as such, will be reported to police.

The following agreements once signed will be valid for the duration of the student's time at Wonga Park Primary School. You will only be asked to sign another agreement in the case of this document being updated.

Definitions of Key Terms

eSmart: A Victoria Government initiative, developed by the Alannah and Madeline Foundation, which aims to eliminate cyberbullying by changing cybersafety behaviours of information and technology users.

Cyber Risk: Dangers involving digital technologies. This includes: Cyberbullying, inappropriate content, hacking, identity theft, hardware and software security

Cyber Safety: Protection from Cyber Risks.

ICT: An acronym for Information Communication Technology. In an educational sense, the use of digital technologies to aid learning.

Bullying: Repetitive behaviour, involving an imbalance of power, that physically, psychologically or socially harms a specific person, or group. A report from the Department of Education and Early Childhood Development identifies four types of bullying:

1. *Physical Bullying* – behaviour that causes physical harm to another person, or damage to property.

2. *Verbal Bullying* – behaviour that causes psychological or social harm to another person through verbal remarks. This can include: insults, teasing, intimidation, homophobic/racist remarks

3. *Covert Bullying* – Physical and/or Verbal Bullying, but done 'behind a person's back'. This can include: spreading rumours, negative physical gestures, playing nasty jokes, encouraging other to socially exclude someone, damaging another person's social reputation

4. *Cyberbullying* – Covert or overt bullying using digital technologies. This can include: harassment via a mobile phone, email, social networking spaces etc., deliberately excluding someone from social network spaces, setting up a defamatory website

Wonga Park Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At **Wonga Park Primary School** we:

- Have procedures in place that outline the values of the school and expected behaviours when students use digital technology and the internet

- Provide a filtered internet service

- Provide access to the Department of Education and Training's search engine Connect (www.education.vic.gov.au/primary which can be used to direct students to websites that have been teacher recommended and reviewed)

- Provide supervision and direction in online activities and when using digital technologies for learning

- Support students in developing digital literacy skills

- Have a cybersafety program at the school which incorporates cyber risks, cyber safety and protecting yourself online, which is reinforced across the school.

- Have a curriculum which incorporates the explicit teaching of technology knowledge and skills which is reinforces across the school.

- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

- Provide support to parents/guardians to understand this agreement (e.g. language support)

- Provide support to parents/guardians through information evenings and documentation in the school newsletter

- Work with students to outline and reinforce the expected eSmart.

Part B – Student Acceptable Agreement

The internet and other technologies are important school resources linking computers throughout the world. Through the internet we can communicate with people using different mediums, e.g. e-mail, and research information that is current and has great educational value.

At Wonga Park we have internet access in all classrooms, the library and computer lab. Access to the internet by students will be supervised by teachers and will be for educational purposes only. The purpose of these guidelines is to ensure that the students at Wonga Park Primary School who use the internet and other technologies do so in an appropriate manner.

When I use digital technology I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it

- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint

- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images

- Use the internet for educational purposes and use the equipment properly

- Use social networking sites for educational purposes and only as directed by teachers

- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)

- Think critically about other users' intellectual property and how I use content posted on the internet.

- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student

- Not reveal my password to anyone except the system administrator or the teacher

- Not bring or download unauthorised programs, including games, to the school or run them on school computers

- Not upload inappropriate content

Mobile Devices - I agree to:

- Take my mobile phone, iPod or other mobile device, (with the exception of school organised iPads – see Student iPad Participation Agreement) to the school office to be signed in, upon my arrival at school. I understand that I may collect the device after 3:30pm. My parent or guardian needs to make prior arrangements with the principal to organise this process.
- Take responsibility for my mobile phone, iPod, iPad, Netbook, electronic devices storage devices and computers or other mobile device while travelling to or from school.
- Leave my portable device at home during school excursions, camps and extra-curricular activities (unless specifically requested by my teacher).
- Protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS) or Messages.
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use 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.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: …………………………………………………………………………..

Year Level: ……………………

Student Signature: ………………………………………………………………………

Parent/Guardian Signature : ………………………………………………………………

Date: ……………………………………………

For further Support with online issues students can call Kids' Helpline on 1800 55 1800.
Parents/cares call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

Wonga Park Primary School
Guardian Agreement: WPPS Media and School Published Material

Part C – Guardian Agreements

As parent/guardian, I agree to the terms and conditions of these agreements.

Website Media Agreement

- *consent to my child having their first name published on the school's internet web site.*

- *consent to my child having their picture published on the school's internet site.*

- *consent to my child corresponding with others, using electronic mail (e-mail) through the school's internet access.*

Note: *Student work published on web pages can be accessed by a worldwide audience.*

Media Publication Agreement

The use of photographs, video, audio or other form of electronic recording may be used as part of recognising outstanding achievements, celebrating successes or as part of school promotional strategies.

The publication of images will only be permitted if parent (or legal guardian) permission is attained. To streamline this process, permission is being sought in advance. Often the media may ask for photos at the last minute.

- *The information below will be used and checked before any child's photograph, video footage, audio or other form of electronic recording is published in the media.*

- *Parents will be informed regarding the nature and expected publication date of the photographs, video, audio or other form of electronic recording.*

As parent/guardian of the above signed, I agree to the terms and conditions of these agreements.

- *consent to my child having their **photograph** published as part of recognising outstanding achievement, celebrating success or as part the school promotional strategies.*

- *consent to my child having their **first name** published as part of recognising outstanding achievement, celebrating success or as part of the school promotional strategies.*

- consent *to my child having their **video images, audio or other form of electronic recording** published, as part of recognising outstanding achievement, celebrating success or as part the school promotional strategies.*

NOTE*:* ***These agreements will be in place for the duration of your child's enrolment. You may change the status at any time by notifying the school in writing****.*

Guardian Signature: ……………………………………………………Date: ……………………………….

☐ **I have not completed this form as I wish to discuss the terms with a member of the ICT Team.**

Wonga Park Primary School Parent & Student Agreement:
iPad Participation Agreement

Part D: iPad Participation Agreement
This agreement covers individual iPads owned by students and those owned by the school.

General Use
1. I will remember to bring my **iPad fully charged** at the beginning of each school day. I will take the iPad to my **classroom immediately when the bell rings**. If walking home, I will keep the iPad in my bag.
2. I will **keep the iPad in its case** when transporting it around the school. When walking, I will always hold the iPad with two hands and handle carefully.
3. I will **keep food and drinks away** from the iPad at school.
4. I will **immediately report any accidents or breakages** to my parents and teachers.
5. I will not use the iPad in the yard before or after school or at playtimes (including OSHC).
6. I will only use the iPad outside of the classroom when I have been given permission by my teacher.

Content
7. Any apps are to be downloaded (free and paid) at home. The school will not be responsible for the management of digital purchasing store accounts. An official document will be provided to parents outlining apps that are expected to be downloaded.
8. I will only install apps that are suitable for a Prep student to view. Teachers, in consultation with the Principal may remove any apps deemed inappropriate for school.
9. I will use the iPad only to **support my school learning program**.
10. My homescreen will be a picture of me.
11. I permit teachers and parents to **perform checks** to monitor that I have not installed illegal/unsuitable software and applications and content and to check the websites that I visit. I understand there will be consequences for inappropriate use.
    - I will not take pictures of anyone without their <u>and</u> my teacher's permission.
    - I will not publish pictures or videos of ANYONE on the internet.
12. I will not use the iPads for games, FaceTime etc unless approved by my teacher or parents.
13. I will **not change any settings on the class set iPads** (e.g. removing apps, password changing etc).

Safety and Security
14. I will **only go to websites at school** that support my learning activities.
15. I will be **cybersafe** and **cybersmart** when using the internet
16. I will demonstrate **etiquette** when using my iPad with regard to other people.
17. I will use the iPad lawfully and in accordance with the *Acceptable Use Agreement* guidelines regarding the **ethical use** of equipment, technology, use of legal software, use of the internet and the protection of personal data.
18. **I will not have a password** for my iPad - to avoid the risk of having to reset the iPad. For security reasons, **I am not to share account names and passwords** with anyone unless requested by staff or technicians for servicing/security.
19. I will **never leave my iPad unattended**.
20. My iPad is **ultimately my responsibility**.

Name of Student: _____   Student Signature: _____   Date: _____

Name of Parent: _____   Parent Signature: _____ Date: _____

# Part E: Cyber Risks / Unacceptable Behaviours Flow Chart

Cyber Risks / Unacceptable Behaviours: Hacking, cyber bullying, unwanted contact, disclosure of personal information, identity theft, misuse of technology, stealing of equipment, damaging equipment, inappropriate content, excessive internet use, deleting or moving shared files, noncompliance of all ICT Usage
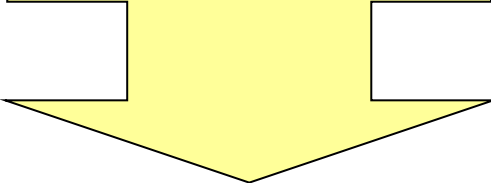
Serious Incidents

(Including hacking, cyber bullying, stealing equipment, using inappropriate websites)

Principal and / or Assistant Principal involved with resolution of matter with Parents/Teachers/Student as per the Wonga Park Student Wellbeing and Engagement Policy.

These matters will be promptly dealt with.
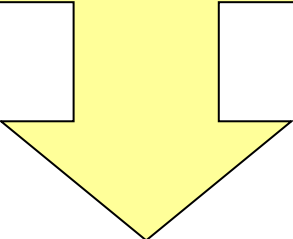
Step 1

Verbal warning, informing student of their rights and responsibilities when using technology
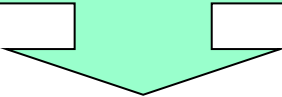
Step 2

Student used the technology in unacceptable manner.

Student is banned from using technology and blocked on the server for a period of time set by the teacher and Principal and / or Assistant Principal. Parents will be informed about the behaviour and the consequence. iPad app/s will be removed at discretion of the teacher.
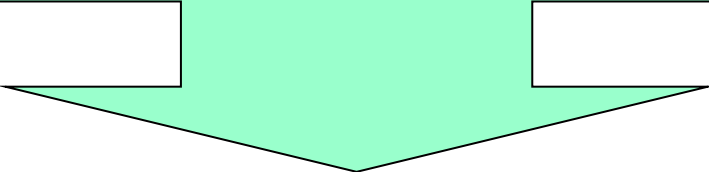
Step 3

If behaviour continues, student removed from technology use until further notice. In the case of iPads, this would mean they are not to be brought to school for the duration of the ban. A reflection sheet may be used to prompt discussion on acceptable technology use.

Re-entry meeting via discussion to include all the people involved and an agreement on future behaviour.
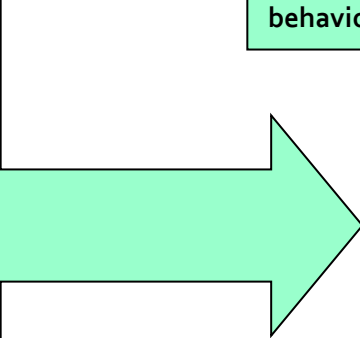
Step 4

If behaviour continues, student is withdrawn from the class for the remainder of the day. (Principal's Office)

Parents are informed

Depending on the behaviour the police may be contacted.

Re-entry meeting via discussion to include all the people involved and a recorded agreement on future behaviour.