



# OAKLEIGH PRIMARY SCHOOL

## 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 (and in circumstances such as remote learning)
- (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

#### SCOPE

This policy applies to all students and staff at Oakleigh 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 and students also follow our school's Prep-2 and 3-6 e-Smart Acceptable Use Agreements.

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

- Oakleigh 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.

Oakleigh 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 Oakleigh Primary School

Classes at Oakleigh Primary School are delivered with the blended use of pen and paper as well as use of iPads/tablets/notebook computers, which are leased or owned by the school.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Oakleigh 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 Oakleigh 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
- utilise *Google Workplace* in Years 3-6, including applications such as Google Classroom and Google Docs.
- operate with the application *Seesaw* in Years P-2, as a means of delivering and sharing both digital and paper-based activities with families (which is password protected).
- 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 and/or a series of designed learning sessions 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 Wellbeing and 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 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.

### 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 Oakleigh Primary School's *Statement of Values and School Philosophy, 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), Oakleigh 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.

## REVIEW CYCLE

This policy was last updated on June 2021 and is scheduled for review in 2023.



## P-2 Student eSmart (Acceptable Use) Agreement

**This agreement must be read by/to the student. Students will not be permitted access to digital technologies until the attached slip is signed by the student and parent and returned to school.**

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**When using any school related applications either at school or any other off site location, I will adhere to the school protocols outlined below:**

- I will have my teacher's permission before I use digital technologies and I will only use digital technologies when a teacher is present.
- I will only view sites and use programs/apps as directed by my teacher.
- I will use all digital technologies properly for the tasks assigned.
- I will keep myself safe and protect my privacy by not giving out personal information including my full name, telephone number or address.
- I will protect the privacy of others by not giving out their personal details.
- I will use only language that is acceptable at school when commenting on blogs or other approved social media platforms. I will not post anything that I would not like my grandmother to read.
- I will not reveal my passwords to anyone nor attempt to log into the network or a program with a username or password of another student or class.
- I will only take photos, videos or sound recordings when I have permission by my teacher and the person I am taking a photo of, filming or recording.

- I will be a safe and responsible user and take great care of all digital technologies at school and tell a teacher if they are damaged or not working properly.
- I will not open, change or move other students' folders or work.
- I will be respectful in the way I communicate online and always treat others the way I would like to be treated.
- I will talk to a teacher if I feel uncomfortable or unsafe whilst using digital technologies.
- I will not change the backgrounds, resolution or other settings on school devices.
- I will not bring programs to school or download programs to school devices.
- If I bring my own mobile phone to school, I will switch it off and give it to my teacher to be stored securely until the end of the day.

***This acceptable use agreement also applies during school excursions, camps and extra curricular activities.***

***Please complete the form on the next page and return to the School Office***

## **P-2 STUDENT ESMART (ACCEPTABLE USE) AGREEMENT**

This permission form will remain current when your child is in Years Prep to 2 at Oakleigh Primary School.

I have discussed this Acceptable Use Agreement with my child and he/she knows that there will be consequences regarding his/her access to digital technologies if he/she breaches the Agreement.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# 3-6 Student eSmart (Acceptable Use) Agreement

**This agreement must be read by/to the student. Students will not be permitted access to digital technologies until the attached slip is signed by the student and parent and returned to school.**

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**When using any school related applications either at school or any other off site location, I will adhere to the school protocols outlined below:**

- I will have my teacher's permission before I use digital technologies and I will only use digital technologies when a teacher is present.
- I will only view sites and use programs/apps/social media as directed by my teacher.
- I will use all digital technologies properly for the tasks assigned.
- I will keep myself safe and protect my privacy by not giving out personal information including my full name, telephone number or address.
- I will protect the privacy of others by not giving out their personal details.
- I will use only language that is acceptable at school when commenting on blogs or other approved social media platforms. I will not post anything that I would not like my grandmother to read.
- I will not reveal my passwords to anyone nor attempt to log into the network or a program with a username or password of another student or class.
- I will only take photos, videos or sound recordings when I have permission by my teacher and the person I am taking a photo of, filming or recording.
- I will be a safe and responsible user and take great care of all digital technologies at school and tell a teacher if they are damaged or not working properly.

- I will not open, change or move other students' folders or work.
- I will be respectful in the way I communicate online and always treat others the way I would like to be treated.
- I will talk to a teacher if I feel uncomfortable or unsafe whilst using digital technologies.
- I will not change the backgrounds, resolution or other settings on school devices.
- I will not bring programs to school or download programs to school devices.
- If I bring my own mobile phone to school, I will switch it off and give it to my teacher to be stored securely until the end of the day.
- Seek to understand the terms and conditions of websites before using.
- Follow copyright rules when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Seek permission before using images, sound, video etc of other individuals.

***This acceptable use agreement also applies during school excursions, camps and extra curricular activities.***

***Please complete the form on the next page and return to the School Office***

## **3-6 STUDENT ESMART (ACCEPTABLE USE) AGREEMENT**

This permission form will remain current when your child is in Years 3-6 at Oakleigh Primary School.

I have read the acceptable Use Agreement carefully , discussed this with my parent/s and I agree to follow these rules.

I understand there will be consequences regarding my access to digital technologies if I do not follow this agreement.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_