WILLIAMSTOWN NORTH PRIMARY SCHOOL
No. 1409

RESPECT	RESILIENCE	RESPONSIBILITY	DOING YOUR BEST

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

Date: May 2021

1. 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 1:1 device program.

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and personal devices).

(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.

2. SCOPE

This policy applies to all students and staff at Williamstown North 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*
- *The WNPS Acceptable Use Agreement, contained within this policy.*

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

- Williamstown North 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)

3. 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.

4. POLICY

4.1 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.

Williamstown North 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.

4.2 Personal Devices at Williamstown North Primary School

Students in Years 4-6 have access to the 1:1 Device Program at Williamstown North Primary School with the option to lease a laptop computers. Students must bring a charged device to school each day to be used during class time for different learning activities. Participants in the 1:1 Device program have insurance for their devices with payable excess to repair damaged devices.
Williamstown North Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

4.3 Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Williamstown North 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 Williamstown North 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 induction programs for 1:1 devices
- 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 their classroom teacher or seek assistance from the school technician 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.

4.4   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.

4.5   Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Williamstown North 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), Williamstown North Primary School will institute a staged response, consistent with our student engagement and behaviour policies *and the* Acceptable Use Agreement.

5. REVIEW CYCLE

This policy was last updated on 22/04/2021 and is scheduled for review in 22/04/2024.

6. ANNEXURE A: ACCEPTABLE USE AGREEMENT – BELOW.

Williamstown North Primary School No 1409
Digital Technologies Policy and Acceptable Use Agreement
Year 3 – Year 6

At Williamstown North Primary School, all students are provided with regular and consistent opportunities to utilise a variety of digital technologies to enhance their learning opportunities and enrich the learning environment. The world of technology is constantly changing and advancing and WNPS aims to support students and staff to embrace the potential of new resources and opportunities.

WNPS acknowledges that the internet can contain material that is illegal, defamatory, inaccurate or offensive to some people, and the school will provide adequate supervision to minimise the risk of exposure to unsuitable material. WNPS believes that the benefits of accessing the internet and digital technologies far exceeds any disadvantages and aims to provide students with the knowledge and skills to safely navigate the digital world of the 21st Century.

School Profile Statement

At Williamstown North Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have agreed values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- advise students of the potential dangers of using online social media sites and applications without restricting their settings to private.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child;

providing this Acceptable Use Agreement and current information from both the Department of Education and Training and the eSafety Commissioner:

https://www.esafety.gov.au/education-resources/iparent

Safe and Responsible Behaviour

When **using Learning Technologies connected to the network** at Williamstown North Primary School, I will:

- use all learning technology devices in an appropriate, respectful and responsible manner
- only log on to the network as myself. If there is an issue with my account, I will seek assistance
- only download authorised programs, for educational purposes, with explicit permission from a teacher
- ensure that all personal network drives have appropriate folders set up to organise all files
- ensure I am saving all of my work with the correct file name, file type and in the correct location.
- use the school network to collaborate and only share educational resources required to complete set tasks with peers
- ensure my use of any learning technology device, including all interactions with someone else, are considered appropriate, respectful and responsible by other students, staff and parents.

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop cyber bullying. I don't send mean or intimidating messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.
- protect my friends' information in the same way

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online

- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be an eSmart, safe and responsible user of digital technologies and the internet.

If the Agreement is not adhered to: Breach Behaviours
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Level 3 Breach

- Interfering with the network security or the data of another user
- Posting illegal or offensive material either on the learning technology device or on the internet, which other students, staff and parents would find inappropriate.
- Modifying settings or altering programs, applications or code on the device.

Level 2 Breach

- Not abiding by copyright procedures when using content on websites
- Using or attempting to use the personal logon details of another person
- Sharing personal details or the details of other students including full names, phone numbers, addresses and images
- Downloading unauthorised programs or files, including games, movies and music and running them on school computers
- Filming or photographing others without permission
- Continued repetition of Level 1 behaviours

Level 1 Breach

- Inappropriate and irresponsible use of the internet
- Sharing log on details
- Running unauthorised programs during class time without explicit permission
- Using the internet for non-educational purposes
- Not treating the equipment respectfully – including the way you move around the school with the device
- Touching or using another student's device without permission
- Using social networking sites to communicate with others, without permission
- Remaining on a site that has obscene language or offensive content

Possible Consequences

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Level 3 Breach

- Reviewed by school leadership
- Parent meeting
- Lose Digital Technologies privileges and 1:1 device removed for a period of time (principal discretion)
- Repeated Plagiarism: marks deducted from final assessment
- Comment on Digital Technologies in student report

Level 2 Breach

- Lose Digital Technologies privileges for a period of time (teacher discretion)
- Parents notified
- Computer/Network/Internet access restricted
- Laptop re-imaged (if necessary)
- Handwritten work to be submitted (not digital) for a period of time (teacher discretion)

Level 1 Breach

- Restorative conversation / warning
- Completion of class work during recess or lunch to make up for lost learning time

- Laptop removed for 1-2 days (teacher discretion)
- Plagiarism warning
- Record on behaviour tracking sheet

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Digital Technologies Policy & Acceptable Use Agreement

Year 3 – Year 6 Student Agreement

I understand the expected standards of behaviour within this agreement and will use this knowledge at school and everywhere I use digital technologies and the internet.

I understand that there will be consequences if I choose to not follow these expectations, in line with the breach behaviours and consequences outlined in this agreement.

Student Name: _____ Class: _____

Student Signature: _____ Date: _____

I agree to _____ using Learning Technologies and the internet for school for educational purposes, including Web2.0 tools and secure online collaborative spaces, in accordance with this Agreement.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure of unsuitable material.

I understand that the actions and consequences outlined in this agreement will be in place if my child does not make the appropriate choices.

Parent Name: _____ Class: _____

Parent Signature: _____ Date: _____