



# 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 Hughesdale Primary School.

## 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 newly developed BYOD 1-to-1 personal device 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 students and staff at Hughesdale 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:

- Hughesdale 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.

Hughesdale 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.

### **Bring Your Own Device (BYOD) Program at Hughesdale Primary School**

Hughesdale Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers. The program is fully operational in levels 4,5 and 6.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Hughesdale Primary School has made special arrangements with ‘Learning with Technologies’ who offer discounted prices for the lease or purchase of devices for our students. Hughesdale 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 what is 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 they:

- Look after their device and handle it with care.
- Have the device fully charged for school each day.
- Talk to a teacher or trusted adult if they feel uncomfortable or unsafe online, or if they see others participating in unsafe, inappropriate, or hurtful online behaviours.
- Report any accidental damage immediately to the teacher.
- Not loan the device to another student or leave it in such a place that it is likely to be easily stolen or damaged.
- Follow all teacher directions including when to use the device.
- Only use the laptop during class time, under the direct supervision of a teacher, and not at other times on school premises (including wet day timetables).

- Protect the laptop from damage by using an appropriate case.

Please note that our school does not have insurance to cover accidental damage to students' devices. 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 access documentation about the program via COMPASS ([School Documentation/BYOD](#)) or contact the school directly.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety and wellbeing. At Hughesdale Primary School, we are committed to educating all students to use digital technologies safely in ways that respect their own dignity and that of others, and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Hughesdale 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 negatively impact the wellbeing of our students
- have programs in place to educate our students to be safe, responsible, and discerning users of digital technologies through implementing the eSmart scope and sequence of learning
- 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, which 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, including 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, on our website and through Compass (our digital communication platform).

Distribution of school-owned devices to students and student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (Appendix 1). There is an additional Acceptable Use Agreement required for students and parents/carers participating in the BYOD program (Appendix 2).

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Hughesdale Primary School *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), Hughesdale 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 processes
- discussed at staff briefings/meetings as required
- included in our staff handbook
- discussed at parent information nights/sessions
- made available in hard copy from school administration upon request.

### **Policy review and approval**

Policy last reviewed	Feb 2024
Approved by	School Council
Next scheduled review date	Feb 2026

## APPENDIX 1: ACCEPTABLE USE AGREEMENT

# Acceptable Use Agreement



## School profile statement

At Hughesdale Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a Student Wellbeing and Engagement Policy that outlines our School's values and expected student behaviour;
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [iParent | Office of the Children's eSafety Commissioner](#)

## Student Agreement

I \_\_\_\_\_ commit to showing safe and responsible behaviour when using digital technologies.

I will 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 feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 friends' information in the same way
- 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.

I will 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, 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, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies

Signed: \_\_\_\_\_

## My ideas on safe and responsible behaviour

When I use digital technologies I communicate respectfully. This means I:

(write or draw...)

When I use digital technologies I protect personal information. This means I:

(write or draw...)

When I use digital technologies I respect myself and others. This means I:

(write or draw...)



# Acknowledgment

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

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (Excluding age restricted sites such as Facebook and Instagram)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences
- Google Drive.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I have discussed this agreement with my child and 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 that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately.

Parent/guardian name:

\_\_\_\_\_

Parent/guardian signature:

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

I have discussed this agreement with my Parent/Guardian and agree to comply with the terms of acceptable use and standards of behaviour set out within this agreement.

I understand that there are actions and consequences if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Acceptable Use Agreement



## Bring Your Own Device (BYOD)

The BYOD (Bring Your Own Device) Acceptable Use Agreement relates specifically to the BYOD program; it sits alongside the school's [Digital Learning \(Internet, Social Media and Digital Devices\) Policy](#). The document's purpose is to ensure that students are aware of their responsibilities when using their laptops at school. Students are to review and sign this agreement before the commencement of each year in the BYOD program.

The following is a code of conduct that lists the expectations students are to understand and accept when using their laptops at school.

### Digital Etiquette

I am expected to:

1. Carefully consider the content that I upload or post online as it contributes to my digital footprint.
2. Use appropriate media as a screensaver or background photo.
3. Never share my personal details, or those of my friends, including full name, telephone number, address or passwords on the internet.
4. Only download software with the permission of my teachers or parent/carer.
5. Ask permission before taking photos or recording sound or video at school.
6. Not publish photographs or video to any online network unless I'm instructed to do so by a teacher.
7. Comply with the terms and conditions of websites I use, particularly age restrictions and parental consent requirements.

### Digital Access & Use

I am expected to:

1. Look after my device and handle it with care.
2. Have my device fully charged for school each day.
3. Talk to a teacher or trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
4. Report any accidental damage immediately to the teacher.
5. Not loan my device to another student or leave it in such a place that it is likely to be easily stolen or damaged.
6. Follow all teacher directions including when to use the device.
7. Only use my laptop during class time, under the direct supervision of a teacher, and not at other times on school premises (including wet day timetables).
8. Protect the laptop from damage by using an appropriate case.

### Overarching Agreement

I understand that if I breach this agreement, I will be suspended from the program for a period of time deemed appropriate by the school. I also understand I must work within the Digital Learning (Internet,

Social Media and Digital Devices) policy.

As parent of \_\_\_\_\_ I have read and understood the terms of the BYOD Acceptable Use Agreement and will support the school in the implementation of the agreement.

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_