

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

POLICY STATEMENT:
PREPARED BY:
REVIEWED:
APPROVED BY COUNCIL

DIGITAL LEARNING (Formally Digital Technologies)
Sheryl Belle
June 2021 (Steve Moran/ Bridgette Gwynne)
9th August 2021

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 program or insert other appropriate programs as relevant to your school]
- (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

SCOPE

This policy applies to all students at Roxburgh Rise Primary School (RRPS).

Staff use of technology is governed by the Department's *Acceptable Use Policy*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

RRPS understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

RRPS 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.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At RRPS, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At RRPS, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 principal as appropriate, 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with RRPS'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), RRPS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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 9th August 2021 and is scheduled for review on the 9th of August 2022

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Roxburgh Rise Primary uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Each student has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities.

Student Contract

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

- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour)
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When I use the internet at school I have responsibilities and rules to follow. I agree to:

- Keep myself and my friends safe, by not giving out personal details, including full names, telephone numbers, addresses and images.
- Not give out my password, to anyone other than my parents or teacher.
- Only work on the web for purposes specified by my teacher at school.
- Be respectful in how I talk and work with others online and never write or participate in online bullying.
- Use the equipment properly and not interfere with the work of another student.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Not use a VPN while at school as this does not protect me from inappropriate sites being accessed.
- Not go looking for rude or offensive sites.
- Compose messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Do not respond to messages sent to me by a person I do not know.
- Do not use the internet to frighten or annoy or bully other people.
- 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 for our school
- Someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities
- I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school if I do not act responsibly.

When I use my mobile phone or any other mobile digital device I agree to:

- Take full responsibility for it, and keep it stored safely under my teacher's supervision. (See mobile phone school policy)
- Keep my phone under my teachers' supervision during school time and only make or answer calls before or after school. (See mobile phone school policy)
- Be responsible in my use and not use the device to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others and never post private information about another person using sms messages.
- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals 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
- Seek teacher permission before uploading any content to websites, blogs or other shared online spaces.

This Acceptable Use Policy also applies to students 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.



.....PLEASE CUT AND RETURN SLIP
BELOW.....

Student Name:.....

Student

Signature:.....

Class.....

Date.....

Parent/Guardian Agreement:

I agree to:

- My child using the internet at school.
- My child's first name and initial published on COMPASS or on education websites.
- A photo or video of my child being published on RRPS' website or on password protected education websites.
- My child's work being published on COMPASS or on password protected education websites.
- The school signing my child up to educational websites, eg Showbie, Mangahigh.
- Contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or Net Alert Australia's Internet Safety advisory body on 1800 880 176.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. If you have any questions, or concerns about this, please don't hesitate to contact our Assistant Principals or your child's class teacher on 9305 4334.

Parent Name:
.....

Parent:

Signature:.....

Date:.....