



DIGITAL LEARNING INCLUDING INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES.



Help for non-English speakers

If you need help to understand this policy, please contact Warrnambool East Primary School 55624100.

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
- (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 Warrnambool East 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 also follow our school's Acceptable Use Policy.

APPENDIX A - ACCEPTABLE USE AGREEMENT & CLASSROOM MANAGEMENT PLAN

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

- WEPS 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.

SCOPE

This policy applies to all students and staff at Warrnambool East 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 also follow Warrnambool East Primary School’s Acceptance Use Policy](#)

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

- [Warrnambool East 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.

Warrnambool East 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 Warrnambool East Primary School

Classes at Warrnambool East Primary School are delivered with the use of iPads and laptops.

Our school recommends a Bring Your Own Device (BYOD) program for grade 3-6 students, which means students can bring their own fully charged iPad with them to school each day. If students are unable to supply their own device Warrnambool East Primary has special arrangements to provide a device in the classroom for these students.

It is recommended students in grade 3-6 to have their own device and:

- a protective case
- have at least 32 GB of storage
- current operating system IOS 14.1

Please note that 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.

Warrnambool East Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office staff.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Warrnambool East 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 Warrnambool East 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
- 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, on Compass 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 classroom teacher, or office staff 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

Warrnambool East Primary 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.

Warrnambool East primary School has established SEESAW for students to showcase their learning where teachers, students, parents and carers can provide appropriate feedback and comments. Parents are welcome to contact the classroom teacher if they have any questions or concerns about students participating in this forum.

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 Warrnambool East 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), Warrnambool East 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 and ICT and eSmart Policy.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school’s website [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- 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

This policy was last updated in August 2022 and is scheduled for August 2024

Created date	August 2022
Consultation	School Newsletter August 2022 Staff bulletin August 2022 School Council August 2022
Endorsed by	Warrnambool East Primary School Council
Endorsed on	9 th August, 2022
Next review date	August, 2024

APPENDIX A

ACCEPTABLE USE AGREEMENT & CLASSROOM MANAGEMENT PLAN

Dear Parents and Guardians,

Parents and Guardians are required to read this plan with their children, and return the signed slip back to school. The plan below outlines our classroom rules, and the consequences for the display of inappropriate use or behaviours.

Students Must:

Show Respect

Look after myself and others by thinking about what I access, share and send online.

This means:

- I communicate respectfully with others through online platforms
- I only access the internet for educational purposes and with teacher approval
- I only access websites approved by my teacher
- I will not attempt to log in to applications with a username and password of another student
- I will not bring or download unauthorised programs and games, to the school or run them on school devices.

Act with Care

Care for all items I use including personal devices and school devices

This means:

- I keep my ipad in my bag coming to and from school
- I only use the ipad outside if supervised or instructed to by a staff member
- I will not share my ipad with others (but may be used when working in pairs)
- I have a cover on my ipad and it comes to school full charged
- I am responsible for any repairs to my ipad

Show Trustworthiness

Protect personal information (name, address, date of birth)

This means:

- I will not share mine or anyone else's personal details online (full names, telephone numbers, address, date of birth)
- I will not take photos/videos without approval from the teacher and person/s involved
- I will share photos/videos without approval from the teacher and person/s involved
- I will not share my password with anyone except my teacher and system administrator

Act with Honesty

Make positive choices when using devices

This means:

- I only use my ipad for learning and approved communication at school.
- I will not send or receive messages or use messenger apps at school
- I will not write or participate in online bullying
- I access the internet through the filtered school wireless network
- I will talk to a teacher if I feel unsafe or uncomfortable online
- I will allow teachers to examine my device if there is reason to believe I have brought inappropriate material to school on it.

Consequences for minor inappropriate ICT behaviour:

1. Reminder.

2. Removal of device for the day/parent notified

Other more serious breaches for inappropriate use of digital technologies will also have consequences which align with the WEPS student engagement policy and may include the loss of the privilege of using devices and the internet.

Parent’s Responsibilities (As per WEPS ICT & eSmart Policy)

Supervision of the use of Ipads, along with other ICT (both those loaned by school and personal devices) at home is the responsibility of parents/carers. The school recommends that parents be aware that some apps (including messaging apps) have a legal minimum age requirement.

Messaging apps: Please note that messaging between children and carers is prohibited whilst at school. Parents are asked to contact children via school office and not directly.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

- Some online activities are illegal and as such will be reported to police.
- I acknowledge and agree to follow these rules. I understand that my access to the internet and use of mobile technology at school will be renegotiated if I do not follow these guidelines or 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/Carer Signature:

Date:

If you have any concerns about this agreement or ideas for improving this agreement, contact Warrnambool East Primary School.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can visit www.esafety.gov.au

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, the Minimum Standards for School Registration require schools to have a local school policy covering student wellbeing when using the internet, and the Department's policy requires schools to have a policy covering the use of digital technologies. These requirements have been incorporated into this template.
Does this policy have to be approved by school council?	<p>Yes – if your school operates a one-to-one digital device program that asks for parent payments.</p> <p>No – if your school does not ask for parent payments for electronic devices used to deliver the curriculum.</p>
Recommended consultation	It is recommended that the school council be consulted and its views taken into account when you amend the sections of the template that are marked in yellow, as this content should be tailored to your school community.
What is the basis of this policy?	<ul style="list-style-type: none"> • Common law duty of care • Minimum Standards for School Registration • The Department's Policy and Advisory Library (PAL): <ul style="list-style-type: none"> • Personal Devices - Access • Digital Learning in Schools • Social Media Use to Support Student Learning
Recommended review cycle	1-2 years