

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

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
- (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 Nambrok Denison 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:

- Nambrok Denison 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

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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.

ROLES

The Role of Students

Students are responsible for good behaviour on school computer networks as detailed in Nambrok Denison Primary School Engagement and Wellbeing Policy’s Code of Conduct relating to computer, iPad or any electrical device. Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communication will apply.

Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is an expectation that users will comply with school standards and will honour the agreements they have signed.

Students who fail to honour their Code of Conduct may lose privileges to use technology.

The Role of Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. At home we recommend that parents make some time to sit with their child to find out how they are using the internet and who else is involved in any online activities. It is also recommended a device with internet access is in a shared place in the house – not in a child’s bedroom.

The Role of Staff

Nambrok Denison Primary School expects that staff will incorporate the use of ICT throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of associated student resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The Role of the School

Nambrok Denison Primary School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school’s curriculum.

In addition, Nambrok Denison Primary School will actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.

POLICY

Nambrok Denison Primary School



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.

Nambrok Denison 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. However, access is a privilege and not a right. Access entails responsibility.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Nambrok Denison Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Nambrok Denison Primary School, we:

- provide a network for students to conduct research and communicate with others. Independent access to network services is provided for students who agree to act in a considerate and responsible manner.
- 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

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- 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 within the current academic year. The Code of Conduct signed by students clearly outlines appropriate action from students to take in the event of coming across unsuitable material.

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 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 Nambrok Denison 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), Nambrok Denison Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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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

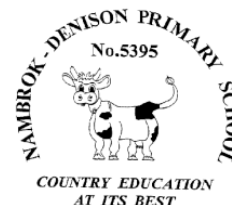
This policy will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included as annual reference in the school newsletter
- Made available in hard copy from school office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal and School Council
Next scheduled review date	June 2026




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ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Nambrok Denison Primary School Student ICT/Computer Use Code of Conduct

<p style="text-align: center;">Respect</p> 	<p style="text-align: center;">Care and Use of Equipment</p> <ul style="list-style-type: none"> • I will care for and look after all computers and ICT equipment • I will carefully and responsibly transport all ICT equipment • I will only use the computer if I have my teacher's permission • I will not eat or drink near any computers • I will not copy, download or install my own software on any school computers or download any internet software as these may contain a computer virus
<p style="text-align: center;">Enjoy</p> 	<p style="text-align: center;">Personal Safety</p> <ul style="list-style-type: none"> • I will only use my first name when communicating with other people • I will tell my teacher if I find or see any information that makes me feel upset, uncomfortable or is inappropriate • I will not give out my or anyone else's password, full name, address or phone number • I will not click on pop-ups • I will not meet face to face with anyone from the internet
<p style="text-align: center;">Achieve & Learn</p> 	<p style="text-align: center;">Work Habits</p> <ul style="list-style-type: none"> • I will follow all teacher instructions when using the computers • I will only search for information about my work when using the World Wide Web (www) • I will only play games that are educational and approved by my teacher on the school computer • I will only read my own emails • I will ensure emails I send are polite and show respect as a representative of Nambrok Denison Primary School • I will not download pictures, music or games without teacher permission • I will not access any files except my own • I will not submit other people's work as my own • I will not print unless I have teacher permission
<p style="text-align: center;">Minor Consequences Dealt with by classroom teacher</p>	<ol style="list-style-type: none"> 1. Warning or redirection from teacher 2. Removal from activity 3. Timeout within classroom 4. Timeout in another classroom and completion of a reflection sheet
<p style="text-align: center;">Major Consequences Immediately referred to the Principal</p>	<ul style="list-style-type: none"> • Notify parents • Loss of privileges (this could include all access to computers) • Reimburse school for cost of damages to ICT equipment • Suspension

(please tick each box above to indicate your agreement)

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I, _____, agree to the expected behaviours listed above and understand that any breach of the agreed guidelines will result in the consequences listed.

Student Name: _____

Student Signature: _____ Date: __/__/__

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: __/__/__

Nambrok Denison Primary School Junior Cyber Safety Rules



**Computers and the Internet are part of how I learn and play
so I promise to be careful and stay safe
by following these rules**

- 😊 I will tell one of my trusted adults if anything makes me feel sad, scared or confused
- 😊 I will ask one of my trusted adults before sharing any information, like my name, address or phone number
- 😊 I will be polite and show respect to all other people on the internet
- 😊 I will not meet face to face with anyone from the internet
- 😊 I will be careful when I use the computers
- 😊 I will follow my teacher's instructions

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: ___/___/___