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 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 including our devices in the classroom 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 Epsom 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 "Staff Technology Expectations" document.

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

- Epsom 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 transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Epsom 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 Epsom Primary School

Epsom Primary School provides technology within the classroom for students to use. For this reason, students are not permitted to bring personal devices to school. Any personal devices brought to school must be left at the office for the entirety of the day. The school does not have insurance to cover accidental damage to students' devices, so if they are brought to school, they come at the families' own risk.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Epsom 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 Epsom 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 Respectful Relationships
- 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 updates in our newsletter, and 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 classroom teacher, the ICT Co-ordinator and the school 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 Epsom 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), Epsom 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
- 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/ Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter

POLICY REVIEW AND APPROVAL

Policy last reviewed	1/8/2022
Consultation	School Council 18/10/2022
Approved by	Principal
Next scheduled review date	1/7/2024

Epsom Primary School

Information & Communications Technology Acceptable Use Policy

PURPOSE

This policy is to ensure that our school provides a challenging and dynamic learning environment that integrates technologies, engages all students and equips them with the appropriate ICT skills and knowledge to be active and successful members of the 21st century global society.

POLICY STATEMENT

We recognise that:

- Our school has an important role in ensuring that students know how to use Information and Communication Technologies (ICT) appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.
- All students, staff and visitors are expected to be responsible users of technology
- Cyber safety is to be given major consideration at all times

DEFINITION

For the purpose of this policy, Information and Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices.
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P (Peer to Peer) file sharing.
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

SENIOR SCHOOL STUDENT AGREEMENT

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others, never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally uncomfortable or unsafe online, or if I see others in unsafe, inappropriate or displaying hurtful online behaviours.
- Following all teacher instructions regarding the use of the Internet and E-mail.
- Only accessing appropriate information, which is relevant to my work.
- Getting permission from the teacher if I want to use information or pictures from the web.

- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help answer any questions
- Taking great care of all ICT equipment in the school. This includes, but is not limited to, computers (Desktops, Laptops), interactive boards and tvs, projectors, digital cameras, iPads, iPods, printers, scanners, microphones and headphones.
- Not installing, uploading or downloading software without permission from the school.
- Not bringing or downloading unauthorised programs, including games, to the school or run them on school devices.
- Returning all technology to their correct location
- Using a mobile device such as a camera in a responsible way by:
  - o Only taking photos and recording sound or video when it is part of a class or lesson and I have teacher approval
  - o Seeking permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
  - o Seeking teacher permission before uploading any content to websites (e.g. blogs)

CONSEQUENCES OF IMPROPER USE

Consistent with the Student Code of Conduct breaches of the Acceptable Use Policy by students can result in a number of consequences depending on the severity of the breach and the context of the situation. These may include:

a) Removal of network access privileges.
b) Removal of access to all devices
c) Removal of internet access privileges.
d) Other consequences as outlined in Epsom Primary's School Wide Positive Behaviour Policies

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Student Section

Student Name: _____

Class: _____ Date: _____

I have read the Epsom Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in the agreement.
I understand that failure to follow the ICT Acceptable Use Guidelines - WILL result in me forfeiting my privilege to be part of the Epsom Primary School Electronic Network.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

JUNIOR SCHOOL STUDENT AGREEMENT

When I use digital technologies I agree to be safe, look after the equipment and treat others kindly at all times, by:

☐ Only writing kind things

☐ Not telling others my passwords

☐ Talking to the teacher/adult when I feel unsafe on the device

☐ Following all teacher instructions

☐ Only going on the website I was told to go on

☐ Carrying the device carefully

☐ Putting devices away where they belong

☐ Not installing things on devices

☐ Not bringing USBs with downloaded music/movies etc. to school

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Student Section

Student Name: _____

Class: _____ Date: _____

I have read the Epsom Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in the agreement.
I understand that failure to follow the ICT Acceptable Use Guidelines - WILL result in me forfeiting my privilege to be part of the Epsom Primary School Electronic Network.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

PARENT/CARER ICT AGREEMENT

- It is the responsibility of the parent to monitor the usage of ICT outside of school hours. The school is available to provide education to parents on ways to monitor the usage or ways to protect your child from cyberbullying. The school is not responsible for online issues which have no connection to school.

- The use of social networking sites is not an appropriate media to voice or resolve any concerns you and/or other parents/carers may have about the school. Our school has an 'open door policy' in relation to any concerns that you and/or other parents/carers may have about the school. If you have genuine concerns regarding the school, then you are asked to make an appointment with the Principal. (Please refer to our Parent Behaviour Matrix)

- Children at Epsom Primary School have access to technology which is provided at the school's expense. Any intentional damage caused to this technology may incur a replacement cost. This will be determined on a case by case basis.

- Students at Epsom Primary School must sign a student agreement before they can access any technology. Any breaches of this agreement will result in an immediate loss of access to this technology. Any child who breaches the agreement will need to prove they understand the rule they breached before they can use the technology again. A loss of access to technology will not impact on their ability to access the curriculum.

Parent Section

Student Name: _____

Class: _____ Date: _____

I understand that, as a parent/carer of a pupil in the school, it is my job to ensure my child is accessing appropriate content outside of school hours and not engaging in any cyberbullying or inappropriate behaviour.
I understand that making critical and/or derogatory or malicious comments about the school on social networking sites (i.e. Facebook, Twitter) is unacceptable and may result in legal action.
I understand that I may have to cover the cost of replacing technology if my child intentionally damages it.
I understand that my child must sign a student agreement prior to accessing technology at Epsom Primary School and I understand that my child may lose access to this if they breach any of the conditions in the agreement.

Parent Signature: _____

Date: _____

STAFF TECHNOLOGY EXPECTATIONS

Teachers should be familiar with the school responsible use policy for our network and use of ICT equipment in the school (http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf).

Students are to be supervised when using the internet and task driven by the teacher to enhance learning. Technology is only to be used by students in a location where their usage can be monitored.

All ICT devices are to be used in locations which prevent tripping and breakages. Any damage to technology must be reported to Eliza and Julie immediately with a report indicating how the damage occurred.

ICT may only be used outside during class times and the usage must be monitored by a staff member at all times. If ICT needs to be used outside during non-learning times, it must be strictly supervised by a staff member.

Youtube is only accessible on computers when logged in as a staff member. Youtube is accessible on iPads used during Music lessons, however they are strictly supervised to ensure the content is appropriate.

Do not let students access a computer while it is logged in as a teacher. This gives students access to websites they otherwise shouldn't be able to.

There is a Student Use Agreement which must be signed prior to students being allowed to use any technology at Epsom PS. Student breeches of the Student Use Agreement need to be reported to the Principal or Assistant Principal immediately.

There is a Parent Agreement which must be signed prior to students being allowed to use any technology at Epsom PS. Any breeches of the Parent Agreement need to be reported to the Principal or Assistant Principal immediately.

Some families have opted for photographs to not be taken and used within our school and our school community. It is the responsibility of the staff at Epsom Primary School to ensure this is followed and monitored.

During school holiday periods, technology must be stored in a location where it is not visible from the outside. All technology must also be unplugged from the wall for the school holidays to ensure no damage can occur from power surges.

Our ICT technician, Tony McGillivray is available on a Monday. Any urgent matters on days other than Monday should be directed to Eliza who will then contact Tony if needed. If you have any queries related to technology, please direct them to Eliza and she will liaise with Tony on the best way forward.

The school Google Drive accounts and login details are managed by Tony. If you have a new student, please email Eliza who will organise for those login details to be created.

Any login issues within Edugate (Edumail, Edupay etc) need to be directed towards our school principal or our business manager.