



Bungaree Primary School 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 the office on 5334 0253.

Purpose

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school;
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets);
- 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;
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet;
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology; and
- our school prioritises the safety of students whilst they are using digital technologies.

Scope

This policy applies to all students and staff at Bungaree 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 *Internet Acceptable Use Policy*.

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

- Bungaree 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.

Bungaree 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.

Safe and Appropriate Use of Digital Technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Bungaree 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 Bungaree 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 eSmart;
- 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 and Wellbeing Policy* that outlines our School’s values and expected student behaviour, including online behaviours;
- have an *Internet 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; and
- 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.

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 and/or Principal, 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 *Duty of Care and School 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 Bungaree Primary School's *Statement of Values and School Philosophy Policy*, *Student Engagement and Wellbeing Policy*, and *Behaviour Management (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), Bungaree 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 Engagement and Wellbeing Policy* and *Behaviour Management (Bullying Prevention) Policy*.

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions

- Reminders in our school newsletter
- Hard copy available from school administration upon request.

Evaluation

This policy will be reviewed as part of the school's two-year review cycle.

Policy Review and Approval

Created date	December, 2022
Consultation	Staff and School Council, December, 2022
Endorsed/Ratified by	Principal and School Council
Endorsed/Ratified on	December, 2022
Next review date	December, 2024



Bungaree Primary School

Internet Acceptable Use Agreement

I understand that:

- the Internet and all digital devices to access online content are tools to be used for research and suitable activities judged by the teacher to support learning in the classroom; and
- the Internet and all digital devices to access online content cannot be used during recess, lunch or free time unless agreement has been made with the teacher and is used under supervision.

I agree to:

- use the Internet and all digital devices to access online content in a responsible manner, but if I find myself in unsuitable locations I will immediately click on HOME or turn the monitor off and inform the teacher.

When I use the Internet, 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 and protecting my password;
- be respectful in how I talk to and work with others online and never write or participate in online bullying;
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student;
- not bring or download unauthorised programs, including games, to the school or run them on school computers;
- not go looking for rude or offensive sites;
- use the Internet at school to help me to learn;
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures;
- think carefully about what I read on the Internet and all digital devices to access online content, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer); and
- 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 me and my friends feel uncomfortable or asks me to provide information that I know is private; and/or
 - 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 and all digital devices to access online content at school if I do not act responsibly and abide by this agreement.

Student Agreement

Student Name

Student Signature

Date / /

Parent/Guardian Agreement

I agree to using the Internet and all digital devices to access online content at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Name

Parent/Guardian Signature

Date / /