



# ROMSEY PRIMARY SCHOOL DIGITAL LEARNING POLICY (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 on 5429 5099.

## 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.
- (d) how to use appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (e) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (f) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (g) our school prioritises the safety of students whilst they are using digital technologies.
- (h) guidelines for social media / photo policy.

## SCOPE

This policy applies to all students and staff at Romsey 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:

- [Romsey 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.

Romsey 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 interconnected 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 Romsey Primary School

Romsey Primary School operates a Bring Your Own Device (BYOD) program. Classes in our school utilise laptop computers to support the learning undertaken, these devices are school managed.

Parents/carers are encouraged to purchase a Windows based laptop computer for their child to bring to school. Romsey Primary School has made special arrangements with JB HiFi who offer discounted prices for the purchase of devices for our students. Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- is stored with closed lid when not in use
- is carried with two hands at all times
- Any devices bought after August 2022 must be a school endorsed device which is purchased through the school’s device portal in order to be supported by the current network. Any previous Chromebook’s purchased will continue to be supported but we are unable to take on any new devices that are not endorsed by the school.

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.

It is the parent's responsibility to fully understand the product disclosure statement of the insurance policy you are purchasing.

Romsey Primary School has in place arrangements to support families who may be experiencing long or short term hardship to access laptops for school work. We also have a number of spare

netbooks/computers which can be made available to students under circumstances specified by the principal. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office on 5429 5099.

**Students use various applications and programs that are setup by the school on their digital devices. These require online accounts to be setup, Privacy Impact Assessments are completed for applications used by students, they include:**

- **Google Apps for Education**
- **Microsoft 365**

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Romsey 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 Romsey Primary School, we educate our students:

- to use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- to use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- to use 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
- to be safe, responsible and discerning users of digital technologies, including the Alannah and Madeline Foundation ESmart program.
- about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- to 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
- about our Acceptable Use Agreement (Appendix A) outlining the expectations of students when using digital technologies for their schoolwork
- to 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
- on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies

At Romsey Primary School we also:

- 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.

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 Romsey Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

Your child must agree to use the Internet and all digital technology responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

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), Romsey 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.

## COMMUNICATION

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

- Available publicly on our school's website or Sentral
- 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
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## **POLICY REVIEW AND APPROVAL**

|                            |   |
|----------------------------|---|
| Policy last reviewed       | August 2022   |
| Consultation               | Staff ICT Team August 2022, School Council September 2022 |
| Approved by                | Principal and School Council 7/9/22                       |
| Next scheduled review date | August 2024 or earlier as required                        |

## APPENDIX A: ACCEPTABLE USE AGREEMENT

At Romsey Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement and Wellbeing Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies *eg. Alannah and Madeline Foundation eSmart*;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - See: Duty of Care and Supervision
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules
  - eSafetyParent | Office of the Children's eSafety Commissioner

## Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.
- never upload personal pictures without permission from an adult

When I use digital technologies, I **respect myself and others** by thinking about what I share online.

This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- I am careful with the equipment I use.
- I behave in a way outlined in the schools' Code of Conduct at all times, including when online or using mobile technology devices
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.
- discussed not bringing or downloading any unauthorised programs or files (USB sticks and SD cards are not allowed)
- discussed only using Google Apps for Education for school related purposes
- using technology appropriately before and after school
- sign my mobile device in at the office before classes commence at 8:50am, and sign it out after classes conclude at 3:30pm
- discussed presenting my BYOD laptop for random checks by the Principal class, classroom teachers or IT technician

I will use this knowledge at school and everywhere I use digital technologies

**Signature:**

I have read, understand and agree to comply with the terms of the Digital Learning Policy and acceptable use agreement and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

|                           |                                |
|---------------------------|--------------------------------|
| <b>Student Name:</b>      | <b>Student Signature:</b>      |
| <b>Parent/Carer Name:</b> | <b>Parent/Carer Signature:</b> |
| <b>Date:</b>              |                                |