

Bendigo Primary School Digital Learning Policy.

(Internet, Social Media and Digital devices)

PURPOSE

To ensure that all students and members of the Bendigo Primary 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 in the Grade 5/6 classroom.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, i-pads)
- (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 Bendigo 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.

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

- Bendigo Primary School's Child Safe 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. The Victorian Curriculum and Assessment Authority (VCAA) provides the framework for curriculum development for the Digital Learning capability and use of ICT.

At Bendigo Primary School we encourage the safe and appropriate use of digital technologies, including the internet, apps, computers and i-pads that can provide students with rich opportunities to support learning and development in a range of ways.

Through 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.

The staff at Bendigo Primary School believe 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.

Personal Devices - Bendigo Primary School

- The school currently provides Lenovo Yoga 11e devices to all students in the grade 5/6 area. Students are provided with and ICT Acceptable use Agreement document to sign and parents and students are taken through what safe and responsible technology use looks like within the school. Students and parents sign this agreement prior to receiving their personal device.
- Parents/carers are invited to lease a device for their child to use at school. At Bendigo Primary School we have made arrangements with LWT to purchase devices for our students to use in our 1-1 program. We offer devices to parents and students who do not wish to or are unable to lease a device free of charge.
- Parents are not obliged to pay for a device, the school ensures that students have free and equitable access to a school owned computer for classroom use. Curriculum Contributions are voluntary, and students are not disadvantaged whether contributions are made or not.
- [Parent Payments Policy Requesting Parent Payments for Digital Devices – One Page Overview.](#)
- Grade 3/4 students have access to Lenovo devices that have been passed down through the school. 20 devices are available for each of these classrooms.
- The Foundation to 2 students have access to 6 Lenovo devices in each classroom as well as 5 i-pads for student use. A bank of additional devices is located in a computer trolley in Room 10.

Please note that our school does not have insurance to cover accidental damage to students' devices but they do come with a 2 year on-site warranty. Accidental damages to devices are covered by the school.

Safe and appropriate use of digital technologies

Bendigo Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour will be explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such could be reported to police.

At Bendigo 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 [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- 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, 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 our School Technology coordinator, Jacinta Condon, 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 a values-based approach that underpins our school culture. Students, parents and teachers need to have a clear understanding of what is expected in regards to how we treat each other to ensure a welcoming learning environment that is supportive and safe.

Our school is committed to providing a safe and respectful learning environment where bullying will not be tolerated.

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), Bendigo 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
- Record the details of the allegations on Sentral by creating an Incident record.
- Inform the child’s classroom teacher and Principal.
- Inform parents of the incident.

COMMUNICATION

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

- Available publicly on our school’s website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in our school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/11/2022
Consultation	Staff meeting 16/11/2022 School Council 5/12/2022
Approved by	Principal and School Council
Next scheduled review date	November 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Bendigo Violet Street Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. Twenty-first century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour will be explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such could be reported to police.

General Behaviour

Students using digital technology agree to:

- read, agree to and sign the ICT Acceptable Use Student Agreement 2022
- follow all teacher instructions regarding safe and responsible use of all equipment, internet access and software/apps
- be a safe, responsible and ethical user when using digital technology
- support others by being respectful in how they communicate and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal their password to anyone except the system administrator or their teacher
- not bring or download unauthorised programs, including games, to the school or run them on school technology

World Wide Web / Internet

Students using digital technology and accessing the Internet agree to:

- use language that is appropriate in an educational setting
- access appropriate information that is relevant to the curriculum
- use only the software/apps as directed by a teacher
- use online communication tools such as email and blogs as directed by their teacher to enhance their access to curriculum material
- respect others when they talk to, or work with them online
- never take part in harassment or bullying, including forwarding harmful messages or supporting others in inappropriate or hurtful online behaviour
- talk to a teacher or another adult if:
 1. they need help online
 2. they are not sure what they should be doing online
 3. they come across sites that are not appropriate for school
 4. someone writes something they don't like, or makes them or their friends feel uncomfortable or asks them to provide information they know is private
 5. they feel the welfare of another student is being threatened
- ask their teacher and gain permission if they want to access information or pictures from the Internet
- think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer questions, not copy and paste information as if it were their own
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- protect their privacy rights and those of other students by not giving out personal details including full names,

telephone numbers, addresses and images

- use the Internet for educational purposes and use the equipment properly
- seek teacher permission before uploading any content to a website

Online Safety

Students using digital technologies agree to:

- keep themselves and their friends safe by not giving out personal information including full names, telephone numbers, addresses, photos or passwords of their own or another student
- speak to a teacher or another adult about any message received or website accessed that is inappropriate or makes the student feel uncomfortable
- use only first names in any online communication
- only take photos, videos or record sound when it is part of a class or lesson and you have teacher approval
- ask permission of all individuals before taking photos, videos or sound recordings

Personal Mobile Phones

Bendigo Violet Street Primary School prefers that students do not bring mobile phones to school.

If parents require students to bring a phone to school, students agree to:

- keep their mobile phone turned off and hand it in to the office at the start of the day
- protect the privacy of others and never post or forward private information about another person using any messaging service eg. SMS
- follow all rules and behaviour guidelines as detailed above in this ICT Acceptable Use Agreement

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