BUXTON
PRIMARY SCHOOL

School No: 1669

Principal: Ms Sarah Irving

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DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Interpreter

Help for non-English speakers
If you need help to understand the information in this policy, please contact Sarah Irving on 5774 7341.

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 Chromebook program and STEM Studio
   (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

SCOPE
This policy applies to all students and staff at Buxton 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:

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At Buxton Primary School our mission is to provide a positive learning environment that places a high value on lifelong learning, through believing in and supporting students to achieve their full potential in all areas of the curriculum.

- Buxton 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.

Buxton 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. Our students will also have the opportunity to explore the fields of science, technology, engineering and mathematics through activities in our STEM Studio, exposing them to areas of interest they may like to pursue in later life.

Devices at Buxton Primary School

Classes at Buxton Primary School have shared access to a fleet of school-leased iPads and Chromebooks. Students are responsible for helping keep the devices charged when not in use, for different learning activities.

Safe and appropriate use of digital technologies

[Under the minimum standards for school registration, schools are required to have policies in place to manage student wellbeing, including when using the internet. The purpose of this section is to help you meet this requirement, by stating broadly what the school is doing to ensure that digital technologies are used safely and responsibly by students. You should also consider including detail about the procedures and practices in place to foster a healthy and educationally focused digital culture at school. The text below is included as a sample only and should be amended to reflect your school community].

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Buxton

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Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Buxton 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 our registration as an eSmart School and parent forums about online safety provided by Project Rockit.
- 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 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 the classroom teacher 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.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is

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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 Buxton 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), Buxton 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
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	April 2023

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ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Acceptable Use of Digital Technologies Agreement 2021

At Buxton Primary School we support the right of all members of the school community to access safe and inclusive 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 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;
- 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 contact at earliest opportunity, and other measures;
- 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;
- Refer suspected illegal online acts to 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.

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
- 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 parents or teachers
- 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

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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 unking 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
- am careful with the equipment I use.

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.

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

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable Use Agreement 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

Student Name: _____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

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