**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 Hastings Primary School.

**PURPOSE**

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

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
6. our school prioritises the safety of students whilst they are using digital technologies

**SCOPE**

This policy applies to all students at Hastings Primary School

Staff use of technology is governed by the Department’s *Acceptable Use Policy* and Hastings Primary School’s *Acceptable use of ICT* contract.

**DEFINITIONS**

For the purpose of this policy, “digital technologies” are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

**POLICY**

**Vision for digital technology 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.

Hastings 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.

**APPENDIX A: ACCEPTABLE USE AGREEMENT**

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Hastings 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 Hastings 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,
* 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 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 the 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 Yard Duty and Supervision Policy.

### **Social media use**

Our school follows the Department’s policy on [Social Media Use to Support Learning](https://www2.education.vic.gov.au/pal/social-media/policy) 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.

Our school has established an Online Learning Space using Google Classroom for students to work digitally and continue their work when learning from home. Parents are welcome to contact the Principal if they have any questions or concerns about students participating in this forum.

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 Hastings 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), Hastings Primary School will institute a staged response, consistent with our policies and the Department’s *Student Engagement and Inclusion Guidelines.*

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](https://hastingsprimary.vic.edu.au/child-safe-policies/)
* Included in staff induction and child safety training processes
* Discussed at staff briefings/meetings as required
* 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 | July 2022 |
| Consultation | Staff – July/Aug 2022 School Council - Aug/Sept 2022 |
| Approved by | Principal Sept 2022 |
| Next scheduled review date | Sept 2024 |

**Acceptable Use of ICT Contract**

**All students and parents are asked to read and sign this user agreement and return it to school as an indication of your intention to use the Internet/ICT at Hastings P.S.**

* I will not engage in any behaviour that encourages any form of cyber bullying or harassment.
* I will report any inappropriate use of equipment, software or the Internet immediately.
* I will behave appropriately and responsibly and treat all ICT equipment with care including computers, data projectors, cameras, flip cameras, headphones, printers, scanners, interactive whiteboards, ipads etc.
* When using the Internet I will not seek, download or print any material not appropriate to the topic of study.
* I will not disclose my password, whole name, address or fill in any forms that require personal information.
* I will only use software and hardware assigned by teachers and will not load or use outside software on school computers.
* Smart phones and smart devices and are not to be brought to school unless a formal arrangement is made with the class teacher.
* No responsibility is taken by the staff and school council for the loss or damage of Smart phones or Smart devices brought to school.

**I understand and accept that failure to honour any of the above in any way will mean a loss of access to the school facilities and could include passing on information to authorities and incur costs of repairs and/or replacement of affected equipment.**

**ICT DECLARATION**

We understand that the school’s ICT equipment and software will be used for educational purposes only.

My child is authorised to utilise only appropriate software and hardware for school studies. Failure to observe the policy guidelines will result in cancellation of user privileges.

**STUDENT** (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS \_\_\_\_\_ DATE / /

**PARENT / GUARDIAN** (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE / /

**Notification of Breach of “Acceptable use of ICT Contract”**

Date / /

Dear

Unfortunately, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has breached the guideline/s for acceptable ICT use at Hastings Primary School.

As a consequence of this breach:

* A warning has been issued.
* Access to ICT equipment and resources has been withdrawn.
* The incident will be managed in accordance with the school’s Student Code of Conduct.

Please sign and return the slip below to confirm receipt of this notification.

Please contact the school should you require any further information.

Parent Acknowledgement of Notification of Breach of

“Acceptable use of ICT Contract”

We confirm that we have received a ‘Notification of a breach of Acceptable Use of ICT Contract.’ We understand and accept that continued failure to observe any of the guidelines will result in cancellation of user privileges and a loss of access to ICT facilities at school.

**STUDENT** (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CLASS \_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE / /

**PARENT / GUARDIAN** (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE / /