

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 Sunshine Harvester 9311 1234 or email: sunshine.harvester.ps@education.vic.gov.au

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
- (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 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 Sunshine Harvester 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](#)
- [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:

-  [SHPS Child Safety Policy 2022.docx](#)
- [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.

Sunshine Harvester 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.

Digital Devices at Sunshine Harvester Primary School

Learning activities at Sunshine Harvester Primary School often require the use of digital devices including Chromebook computers. Students will have access to a school owned device that may be used during class time for different learning activities.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Sunshine Harvester 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 Sunshine Harvester 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 purposes with targeted educational or developmental aims
- supervise and support students using digital technologies for their school work
- 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 current information from both the Department of Education and Training and the Office of the eSafety Commissioner
- 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.
 - [Bullystoppers Interactive Learning Modules](#)
 - [eSafety/Parents](#)

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.

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 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 uses Seesaw for students to showcase their learning, where parents and teachers can provide appropriate feedback and comments on the work undertaken at school or during remote learning. Parents are welcome to contact the school office on (03) 9311-1234 if they have any questions or concerns about their child 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 the school's [Statement of Values and School Philosophy](#), [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), Sunshine Harvester 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 & school device
- 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.

[W Student Wellbeing & Engagement Policy 2022.docx](#)

[W Bullying-prevention-policy 2024.docx](#)

COMMUNICATION

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

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	09/08/2023
Approved by	Principal and School Council
Next scheduled review date	08/2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

I am Respectful	I am Responsible	I am a Learner
I will carry all portable devices and laptops carefully, shutting them down properly and returning them to recharge after use.	I will keep personal information confidential at all times.	I will only use the internet to further my learning in relation to the school curriculum and play online games with permission.
If using cameras I will seek permission from others before photographing or filming them for any reason.	I will ask for help from a staff member if I have any technical problems while using the internet or computer equipment. I will always use all equipment carefully.	I will learn my username and password to save and access my work at school.
If I open up a computer that is accidentally still logged in with the previous user I will not open any files or read any open work. I will notify my teacher and restart the computer.	I understand that accessing the internet and using computer equipment is a privilege. I will always seek permission and be open and honest while using it.	
If using online forums, e-mails or communication tools I will always be polite and courteous. I will notify a staff member if someone is rude or upsets me.	I will use my own login details and password to access school networks and the internet. I will keep this information secure from others.	
I will properly shut down and tidy up any computer station when I have finished using it.	I will notify my teacher immediately if I come across anything on the computer or internet that is in any way offensive, inappropriate or upsets me.	
	I will avoid eating or drinking whilst using computers or tablet devices. All drink bottles or food will be stored well away from electronic devices.	
	I will carefully save my work when it is time to finish and make sure it properly saves to the correct folders or directories.	
	I will always seek permission from staff before using personal USB storage devices for saving or uploading files to the school network.	
	I will seek permission from staff before downloading files/software unless instructed to during class activities.	
	I will always seek permission from a staff member before printing.	

Breaking these agreed guidelines will lead to students being reminded of the expected behaviour and/or loss of privileges. In serious cases, staff may bypass minor consequences and parents may be notified of the issue.

Consequences are in order from minor infringements through to major infringements.

Consequences for Minor Infringements

Minor infringements will be handled by the classroom teacher.

1. Warning and/or redirection
2. Removal from activity
3. Timeout within classroom
4. Timeout in buddy classroom (plus the completion of a reflection sheet for Yrs. 3-6 students)

Consequences for Major Infringements

Major infringements will result in immediate referral to the Principal or Assistant Principal which may include one or more of the following:

- Parent notification
- Loss of privilege (this could include computer access)
- Parents reimburse costs associated with damages
- Suspension



Sunshine Harvester Primary School Acceptable Use Agreement Students

I agree on the expected behaviours listed in the schools Digital Learning Policy and understand that **'my behaviour is my choice'** and any breach of these agreed guidelines will result in consequences.

Please print student and parent names, sign and date in the allocated boxes below:

Student Name:	
Student Signature:	
Date:	

Parent Name:	
Parent Signature:	
Date:	