

Digital Learning Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 5782 1319 or willowmavin.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
- (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 Willowmavin 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:

- Willowmavin 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.

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.

Willowmavin 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.

Personal Devices at Willowmavin Primary School

Classes at our school are delivered with the use of school owned iPads, tablets and notebook computers. Students are not required to bring personal devices to school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Willowmavin 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 Willowmavin 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 their 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 Willowmavin 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), Willowmavin 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
- Discussed at staff briefings/meetings as required

POLICY REVIEW AND APPROVAL

Policy last reviewed	February, 2023
Approved by	Principal
Next scheduled review date	February, 2025



Willowmavin Primary School Technology Agreement

Our students use technology to learn. In today's world, technology use is essential to support the creativity, problem solving, information fluency, and collaboration that we see in society today. We want our students to be active contributors in our digital world, but we also want them to be safe, legal, and responsible. This Acceptable Use Policy (AUP) supports our vision of technology use, reflects the cyber-safety content taught in the Digital Technologies curriculum throughout the year, and promotes in our students a strong sense of digital citizenship.

At Willowmavin Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school, we:

- have a Digital Technologies Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright laws.
- supervise and support students when using digital technologies within the classroom and establish clear expectations and procedures when working in online spaces, including reviewing and considering the safety and appropriateness of online tools and communities.
- provide a filtered Internet service but acknowledge that full protection from inappropriate content can never be guaranteed. Where inappropriate material is encountered, action is taken to block further incidents.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and the eSafety Commissioner:
 - Bullystoppers Interactive Learning Modules - parents
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>
 - sSafety Parent Guide
<https://www.esafety.gov.au/parents>

The Digital Technologies and classroom programs at Willowmavin Primary School encourage students to explore a range of online and installed applications to collaborate, create and share their learning. Some applications used in our digital learning environment are web-based, and therefore in these applications, student work is published online through private school accounts. Depending on the nature of the task, students may wish to include photographs or video of themselves as part of their work, or they may be required to submit a text or audio response. Main applications and programs for 2022 used in our digital backpack are attached. It is advised that Parents/Carers/Guardians read and discuss the following user agreement with your child before returning the user agreement.

Student Agreement

Note - User Agreements must be signed and returned prior to students using technology at Willowmavin Primary School in 2022. Agreements need to be returned to the Digital Technologies teacher and will be collated accordingly. Please ensure Student and Parent User Agreements are signed on both pages.

Student Name: _____ **Grade:** _____ **Date:** _____

Be Safe

I will select online names that are appropriate.

I will consider the appropriateness of the information and images that I post online.

I won't deliberately search for something inappropriate, such as material that may be considered rude or violent. I understand that I should conduct myself in an online environment in a way that is respectful to myself and to others.

I will seek help from a trusted adult when I feel unsafe online.

I will seek help from a trusted adult if I know that someone is being mean, bullying or making others feel unsafe online.

Student signature: _____

Be Secure

I will protect mine and others' full names, birthdays, school name, address and phone number because this is our personal information.

I know not to share personal information about myself or others.

I will not answer questions online that ask for my personal information.

I will only ever join websites with my parent's/carer's or teacher's guidance and permission.

I will protect my passwords and won't share them with anyone except my parents/carers and teacher.

Student signature: _____

Be Kind

I will always think and check that what I write or post is polite and respectful.

I will always be kind to my friends, classmates, teachers and others in the school community by being mindful of how the things I do or say online might make them think or feel.

I will respect the school's property and only use devices for educational purposes by:

- **Following my teacher's instructions, exploring only relevant content for the task I have been given (e.g. not watching Youtube videos or playing online games unrelated to my work).**
- **Not changing settings and backgrounds on iPads or computers.**
- **Not downloading software or applications without teacher permission.**
- **Not taking 'selfies' for non-educational purposes.**
- **Not taking photos or videos of other students, teachers or school staff without their permission.**

I create and present my own work and if I do copy something from the internet, I let others know by sharing the website link to acknowledge the creator, because that is respecting their hard work.

Student signature: _____

I understand that if my online behaviour at school is not safe, secure and/or kind, trust is broken and I will experience consequences. These include loss of technology privileges for a period of time, or other consequences deemed appropriate by School Leadership in major incidences.

Student signature: _____

Parent/Carer's Agreement

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement. I understand that there will be actions and consequences if my child does not behave appropriately online or misuses the school's technological equipment as outlined in this Agreement.

Parent/Carer's Name and Signature: _____

I give permission for my child to access the list of the main installed applications in the WPS Digital Backpack and the internet through the Department of Education's server.

Parent/Carer's Name and Signature: _____

I permit my child to upload their work to applications through private, web based school accounts, which may include photographic images or videos of themselves.

Parent/Carer's Name and Signature: _____

I give permission for my child's work (which may contain photos) to be published on the school's website and/or private Facebook page.

Parent/Carer's Name and Signature: _____

Date this form is signed: _____