

Digital Learning Policy

(Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9702 8398.

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 Coral Park 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 and students also follow our school's Acceptable Use Agreements, P-2 and Years 3-6..

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

- Coral Park 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.

Coral Park 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Coral Park 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 Coral Park 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 Wellbeing and 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 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 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.

Our school uses the Seesaw platform where students can complete learning tasks as created and allocated by their classroom teacher. This platform also allows for teachers and parents to provide feedback on student work. Where parents provide feedback, teachers must first approve comments before they can be seen by the student. For access to this platform, students and parents need specific access codes as this is a closed platform. Parents are welcome to contact their child's classroom teacher if they have any questions or concerns about this learning platform.

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 Coral Park 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), Coral Park 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
- Available on staff communication Platform Sentral
- Discussed at staff briefings/meetings as required
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Consultation	School Council September 9 th September 2022
Approved by	Principal – Justin Thompson
Next scheduled review date	September 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



CORAL PARK PRIMARY SCHOOL

Coral Drive, Hampton Park 3976

Phone: 9702 8398

Email: coral.park.ps@education.vic.gov.au

Acceptable Use of Digital Technologies and Internet Agreement - Years P-2

Coral Park Primary School recognises the importance of Digital Technologies in preparing students for the future and values this as an integral part of the curriculum. We want our students to be confident and safe using this technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught with a strong partnership between home and school.

By the time young children arrive at school, many are already online or using digital technologies. They may visit their favourite websites, play games or use apps with social media functionality.

In this document, your child is being asked to agree to use the Internet, computers (both desktops and laptops) and mobile technologies (including iPads, tablets and cameras) responsibly at school and at home. All students and parents must read the below set of expectations together and sign the agreement to treat our ICT resources with respect, use the Internet responsibly and keep ourselves and Coral Park community members' safe online. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Coral Park Primary School we:

- will provide students in years P-2 with access to an iPad in small groups within the classroom or 1-1 on some occasions
- will have the following policies in place: Student Wellbeing and Engagement, Child Safe Standards, Statement of Values and School Philosophy and Mobile Phone. These policies outline the values of the school and expected behaviours when students use digital technology and the Internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills

- have a cyber-safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or taking photos on excursions)
- provide support to parents/carers to understand this agreement (e.g. face to face meetings or phone calls if required)
- reinforce that cyber safe and responsible behaviours are expected in the school use of digital technologies including DB Primary Student Portfolios.

Student Agreement

When I use digital technology at school, I agree to:

(Please tick each box after reading)

- ☐ only use the computers to do what my teachers have asked me to
- ☐ be a safe and responsible user, and always look after the school computer equipment
- ☐ always be careful, and I will tell my teacher straight away if something is broken
- ☐ be respectful of others
- ☐ talk to a teacher if I feel uncomfortable or unsafe while I am using a computer
- ☐ never write private information about myself or others – like last name, phone number or address, unless my teacher says it's ok
- ☐ only use the login I have been given by my teacher, and keep the password private from students in other grades.
- ☐ only take photos, video or sound recordings when I have permission from my teacher

If I bring my mobile phone or other mobile device to school I agree to:

- ☐ not use them during school hours unless given permission to do so
- ☐ hand my phone into my classroom teacher to be locked away safely between 9am and 3:30pm.

Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement will deny me access to digital equipment and/or the Internet for a negotiated period of time.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these conditions. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and will follow these expectations. I understand that staff may take away my access to technologies and the Internet if I break this agreement.

Student Name: _____ **Year Level:** _____ **Date:** _____/_____/_____

Student Signature: _____

Parent/Carer Signature: _____

If you have any concerns about this agreement please contact the school on 9702 8398.

For further support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers call Parentline 132289 or visit <https://www.esafety.gov.au/report>



CORAL PARK PRIMARY SCHOOL

Coral Drive, Hampton Park 3976

Phone: 9702 8398

Acceptable Use of Digital Technologies and Internet Contract - Grades 3-6

Coral Park believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and gain the benefit of opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

School support for the safe and responsible use of digital technologies.

Coral Park Primary School uses digital student portfolios, internet and digital technologies (such as Code.org and robotic devices) as teaching and learning tools. We use the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use Sentral, digital portfolios, the internet, robotic devices and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Coral Park we:

- will provide students in years 3-6 with an iPad each to be used on school premises
- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- work with students to outline and reinforce the expected behaviours in digital student portfolios
- reinforce that cyber safe and responsible behaviours are expected in their school use of digital technology including digital student portfolios.

Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them 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 I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students, including not taking unwanted photos of others, not giving out personal details including full names, telephone numbers, addresses and images
- seek permission from individuals involved before taking photos, recording sound or videoing them
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- I will click on the home page/button or turn off the screen if I find any information that is inappropriate, then I will report this to the teacher
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- 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 my password to anyone except the system administrator or the teacher
- not bring, install or download unauthorised programs or apps, including games, to the school or run them on school computers or iPads
- abide by the information given in the 'Caring for your iPad' policy (saved on individual student iPads).

If I bring my mobile phone or other mobile device to school I agree to:

- not use them during school hours unless given permission to do so
- protect the privacy of others and never post **or forward** private information about another person
- hand my phone into my classroom teacher to be locked away safely between 9am and 3:30pm.

Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement will deny me access to computer equipment and/or the Internet for a negotiated period of time.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these conditions. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: _____ **Year Level:** _____ **Date:** _____
_____/_____/_____

Student Signature: _____ **Parent/Carer Signature:** _____

If you have any concerns about this agreement please contact the school on 9702 8398.

For further Support with online issues students can call Kids Helpline on 1800 55 1800.

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