



Digital Learning (Internet, Social Media and Digital Devices) Policy 2022

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, tablets, coding robots)
- (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 Seabrook 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
- Seabrook Primary School Acceptable Use Policy
- Seabrook Cyber Safety Policy.

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

- Seabrook 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, 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.

Seabrook Primary School understands that safe and appropriate use of digital technologies including the Internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Seabrook 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.

Every year Seabrook Primary invests heavily into ICT infrastructure, including classroom devices, coding equipment, networks, Wi-Fi systems, servers, grade specific software/APPs and subscription based tools, and other equipment (such as colour copiers and televisions). We provide to all years Prep, One and Two, iPads and managed APPs purchased through the Volume Purchasing Program (VPP), as part of our ‘iPad Program’. Year Three begin their transition into our MacBook Program, using a combination of school owned MacBook packs and parent sourced 1to1 MacBook’s, all linked to our VPP APPs. Families have the opportunity to participate in our 1to1 program if desired, by purchasing new either an education sourced device or externally purchased MacBook. The Coding and Digital Technologies program is for all grades, Prep to Year 6.

Seabrook Primary School also operates a Bring Your Own Mac (BYOM) program, using Apple 1to1 MacBooks for Year 3-6. These are parent sourced (new or used) MacBook’s. We have an iPad program for Prep-2 students. Classes at our school are delivered with the use of iPads and MacBook computers.

Parents/carers are invited to purchase a device for their child in Year 3-6 to bring to school. You can purchase a NEW MacBook through our online Apple authorised education reseller (see our school website - “1to1 Program”). Alternatively you can source your own (new or used Apple MacBook, 2017 or later.). Please complete the online Intent to Participate online form if your child will be part of the BYOD program.

Students in Year 3-6 are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Should be brought to school in a protective case

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOM program are encouraged to contact our ICT team, 9395 1758.

Students use their devices to complete specific learning outcomes, build on creativity, demonstrate diversity, and enrich their learning. Students and parents agree to certain guidelines and conditions, including the signing of an 'Acceptable Use Policy', and to help support their children to complete specific learning outcomes.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Seabrook Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Seabrook Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including cyberbullying and cybersafety programs.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Well Being* 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 to help block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter

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 and the Assistant 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 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 mainly uses Google Classrooms and SeeSaw for students to show their work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to learning. Other applications may also be used from time to time. Parents are welcome to contact an Assistant 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 Seabrook Primary School's *Statement of Values, Student Well Being and Engagement* 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), Seabrook Primary School will institute a staged response, consistent with our *Student Well Being and Engagement* policy.

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 *Acceptable Use Agreement, Student Well Being and Engagement* policy and our *Bullying Prevention* policy.

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 including the 1to1 information night for Year 3 parents.
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

<i>Policy last reviewed</i>	<i>March 2022</i>
<i>Consultation</i>	<i>Darren Hill, IT</i>
<i>Approved by</i>	<i>Principal and School Council</i>
<i>Next scheduled review date</i>	<i>2023</i>

see [Acceptable Use Policy 2021 - Google Docs](#)