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| Moe (South Street) Primary School *‘Be SAFE Be RESPECTFUL Be a LEARNER’* |

**Digital Technologies Policy**

**(Internet, Social Media and Digital Devices)**

 **(Internet, Social Media and Digital Devices)**

**Help for non-English speakers.**

If you need help to understand the information in this policy, please contact school office on 51271512 or moe.ps.south@education.vic.gov.au.

**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 the 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 technologies
6. our school prioritises the safety of students whilst they are using digital technologies.

**Scope**

This policy applies to all students at Moe (South Street) Primary School.

Staff use of technology is governed by the following Department policies

* [Acceptable Use Policy for ICT Resources](https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview)
* [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
* [Digital Learning in Schools](https://www2.education.vic.gov.au/pal/digital-learning/policy) and
* [Social Media Use to Support Student Learning](https://www2.education.vic.gov.au/pal/social-media/policy).

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

* Moe (South Street) Primary School’s Child Safety Code of Conduct
* [The Victorian Teaching Profession Code of Conduct](https://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) (teaching staff)
* [Code of Conduct for Victorian Sector Employees](https://www2.education.vic.gov.au/pal/code-conduct/overview) (staff)
* [Code of Conduct for Directors of Victorian Public Entities](https://www2.education.vic.gov.au/pal/school-council-conduct/policy) (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 sources devices, tools and systems.

**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.

South Street 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.

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Moe (South Street) 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 Moe (South Street) 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.
* 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 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 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 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 and annual information sessions.

Distribution of school owned devices to students and student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. (See Appendix)

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 Digital Technologies teacher, class teacher, and the administration as appropriate, 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) 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.

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 Moe (South Street) Primary School 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), Moe (South Street) 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**

* Available publicly on our school’s [website](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjt0Kbz8PH5AhX_aGwGHR8uAVYQFnoECA4QAQ&url=http%3A%2F%2Fwww.moe-southst-ps.vic.edu.au%2F&usg=AOvVaw2Wi_XGoG_TAyl6pLl7C4lI).
* Included in staff induction and child safety training processes
* Discussed at staff briefings/meetings as required
* Included in our staff handbook/manual
* Discussed at parent information nights/sessions
* Included in transition and enrolment packs
* Included as annual reference in the school newsletter
* Discuss with students in Multimedia and in class
* Made available in hard copy from the school office upon request

**POLICY REVIEW AND APPROVAL**

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| **Date Implemented** | June 2024 |
| **Approval Authority (Signature and date)****Brendan Dawson Electronic Signature** | 18/06/2024 |
| **Consultation** | Staff and School Council Policy TeamStaff April-May 2024School Council Policy Team – 22/5/2024 |
| **Dates Reviewed** | 16/6/2020, 17/10/2022 May 2024 |
| **Responsible for Review** | Principal, Policy Coordinator |
| **Next Review Date** | 2026 |

 **Appendix – Acceptable Use Agreement**

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| Moe (South Street) Primary School *‘Be SAFE Be RESPECTFUL Be a LEARNER’* |

**Digital Technologies – Acceptable Use Agreement**

**(Internet, Social Media and Digital Devices)**

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**Help for non-English speakers**

If you need help to understand the information in this policy, please contact school office on 51271512 or moe.ps.south@education.vic.gov.au.

At Moe (South Street) 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 responsible behaviour of all members of the school community.

At our school we:

* have a Statement of Values, Student Wellbeing and Engagement policy and a Bullying Prevention policy that states our school’s values and expected 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.
* supervise and support students when using digital technologies within the classroom and establish clear protocols 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
* use online sites and digital tools that support students’ learning
* respond to issues or incidents that have the potential to impact on the wellbeing of our students
* refer suspected illegal online acts to the relevant Law enforcement authority for investigation
* support parents/carers to understand the safe and responsible use of digital technologies, and potential issues and strategies that they can implement at home to support their child. The following resources provide current information from both the Department of Education and the Children’s eSafety Commission:
* ‘Bully Stoppers’ Parent Interactive Learning Modules

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

* iParent - Office of the Children’s eSafety Commissioner

(https://www.esafety.gov.au/education-resources/iparent)

On the following pages, you will find a list of behaviours expected of your child when using digital technologies and the internet at Moe (South Street) Primary School. We ask that you read through and discuss these points with your child/ren ensuring they fully understand the importance of using technologies appropriately.

Moe (South Street) Primary School Acceptable Use Agreement

Please sign to indicate that you have discussed the following points with your child/ren.

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

* always thinking and checking that what I write or post is polite and respectful
* being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (Ask students to reflect on how they would feel.)
* working to stop bullying. I don’t send mean or bullying messages or pass them on to others
* creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

* protect my friends’ information in the same way
* protect my passwords and don’t share them with anyone except my parent
* only ever join spaces with my parents or teacher’s guidance and permission
* never answer questions online that ask for my personal information
* know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This

means I:

* stop to think about what I post or share online
* use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
* protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
* speak to a trusted adult if I see something that makes me feel upset or if I need help
* speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
* don’t deliberately search for something rude or violent
* turn off or close the screen if I see something I don’t like and tell a trusted adult
* am careful with the equipment I use.

At school we/student has:

* discussed ways to be a safe and responsible user of digital technologies and the internet.
* presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Acknowledgment

This **acceptable use agreement** applies to the use of all digital technologies and the internet including (although not limited to):

* school owned ICT devices (e.g. desktops, laptops, printers, scanners)
* mobile phones and student owned devices
* email and instant messaging
* internet, intranet
* social networking sites (e.g. Facebook)
* video and photo sharing websites (e.g. YouTube)
* blogs or micro-blogs (e.g. Twitter)
* forums, discussion boards and groups (e.g. Google groups)
* wikis (e.g. Wikipedia)
* volg and podcasts
* video conferences and web conferences.

This **acceptable use agreement** applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities.

Moe (South Street) Primary School currently provides iPads, laptops and desktop computers for students to use at school.

User responsibilities

Students are responsible for:

* carrying the school device in a safe manner
* adhering to the teacher's instructions at all times when using school devices.
* using the school devices correctly and for educational purposes only.
* looking after the school devices to prevent any damage.
* asking for teacher permission before posting any work, comments, photos on the school website and classroom blogs.
* not posting and uploading any images of other students onto social media sites or messenger apps. This includes at home.
* Informing their teacher immediately if an inappropriate site or image appears on their screen.
* their Internet searches to be educational based and be related to the topic.
* only accessing their class and personal folders when saving and opening work on the school server.

Parents/students should be aware that files stored on the device, or on the school’s server, are not private.

Consequences

If students fail to comply with the above guidelines, the teacher in consultation with school administration will determine appropriate consequences for any breach of this **acceptable use agreement**.

Consequences may include one or more of the following:

* Student and teacher discuss the inappropriate behaviour.
* Suspension from using technologies at school e.g. 1 day, 1 week.
* Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
* Parents informed.

Damages/Loss of Equipment

* Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher.
* If a device is damaged and the damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

This Acceptable use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities and at home. We have read and discussed the issues raised in the school’s ICT/Internet Acceptable Use Agreement with my child. My child understands the requirements outlined in the safe and responsible behaviour section and the consequences of not following the policy

Student Section

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choose an item.

I have read with my parents the Moe (South Street) Primary School’s Digital Technologies Acceptable Use Agreement. I agree to follow the rules contained in the Agreement.

I understand that failure to follow this agreement may result in my access to technology and the internet being suspended for a period of time determined by my teacher and the School Principal.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that failure to follow this agreement may result in my access to technology and the internet being suspended for a period of time determined by my teacher and the School Principal.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Section

I have read and discussed the Moe (South Street) Primary School’s Digital Technologies Acceptable Use Agreement with my child/ren.

I understand that failure to follow this agreement may result in my child/ren having their access to

technology and the internet suspended for a period of time determined by my child’s teacher and the School Principal.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_