DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of Wandin North Primary 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 student device ratios:
   o 1:3 iPads for years Prep to 2
   o 1:2 laptops for years 3 and 4
   o 1:1 laptop for years 5 and 6
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, Google Apps, laptops, tablets, iPads)
(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 Wandin North 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 and students also follow our school's Acceptable Use agreements. Agreements are in place for students in Prep and years 1 to 6.

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

- Wandin North 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

At Wandin North Primary School, we understand that the use of digital technologies is a mandated component of the Victorian Curriculum F-10. We are actively aware that 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.

Wandin North 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.

Our commitment to digital technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to find and solve problems and to share knowledge
- understand the implications of the use of digital technologies and their social and ethical responsibilities as users of digital technologies

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wandin North Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of themselves and others. We strive to equip students with the skills and knowledge to navigate the digital world.

At Wandin North 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
- 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 and at beginning of year level information sessions

To support the implementation of these goals, Wandin North Primary School:

- views digital technologies an essential component of the Victorian Curriculum
- students are exposed to the descriptions contained within the Victorian Curriculum
- will appoint a digital technologies coordinator who will work with staff to coordinate the implementation and coordination of digital technologies across our school
- requires all teachers to work with their respective professional learning teams to contribute to the development and implementation of viable, guaranteed, and sequential digital technology studies
- teachers implement lessons based on 'student need' using agreed planning templates, assessment tools and lesson structures
- students' individual abilities will be measured and reported against the Victorian Curriculum achievement standards and learning opportunities will be provided that cater for the identified needs of each student
- student progress in digital technologies will be reported in academic reports at least once a year
- digital technologies study for each student will be not less than 30 minutes per week
- substantial budgets that provide for the needs of the digital technologies program, including resources, professional development (as required) and will be developed by the digital technologies coordinator in consultation with leadership, staff and school council

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 the 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.

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.

The purpose of this policy is to encourage acceptable and beneficial use of social media by staff employed at Wandin North Primary School. It is recognised that most employees may use or interact with social media at work and in a personal context. There is great potential for the use of social media in school communities in terms of educational outcomes and as a means of communication.

Staff must understand the expectations of the School when using social media in a professional and personal capacity as there are also workplace risks that must be appropriately managed.

Social Media Risks

The following are some of the major risks associated with the use of social media:

- reputational damage to organisations and people
- disclosure of confidential information
- posting of offensive, bullying, harassing, and discriminatory material
- misuse of intellectual property
- for teachers, breaching the Victorian Teaching Profession Code of Conduct issued by the Victorian Institute of Teaching

What is Social Media?

Social media is any form of online or web-based publication, forum or presence that allows interactive communication, including, but not limited to, Facebook, LinkedIn, Instagram, blogs, forums, discussion boards, chat rooms, Wikis, Twitter and YouTube.

Guiding Principles

Staff must recognise:

- online behaviour should at all times demonstrate respect for the dignity of each person
- the need to behave in an ethical manner when using social media (even for personal communication) as those communications can reflect on their role at Wandin North Primary School and must be consistent with our school Statement of Values, professional expectations and standards
- their ability to serve as a positive role model for students and as a representative of the School is a critical aspect of their employment
- social media activities may be visible to current, past or prospective staff, students and parents

<u>Work-related use of Social Media</u>

Student Learning

The use of online learning communities by staff for educational purposes must:

- be in accordance with other relevant School policies and procedures relating to online learning
- take into consideration the age and developmental level of students
- incorporate clear instructions to students about their responsibility for appropriate interaction and content online
- have the consent of parents/guardians
- respect students' rights to privacy in academic work, records and results when posting online
- not be linked to students' or staff members' own personal social media forums

Generally

When using social media for work related purposes, staff must:

- first obtain the consent of the Principal (which can be for a specific instance or for a general purpose or role)
- not post any material that may be perceived as being made "on behalf" of the School (e.g. any commentary, School information, photographs of the School, students, staff or other identifying images)
- avoid using the School's logo, trademarks, official photographs or any other intellectual property of proprietary materials
- comply with copyright and privacy laws and obligations
- not post inappropriate material or commentary that breaches other policies outlining expected behaviours of staff at the School

<u>Personal use of Social Media</u>

Generally

It is recognised that staff may use social media in their personal life. However, it is also recognised that such use may impact on the employment relationship.

Accordingly, staff members' personal use of social media must:

- not bring themselves or the School into disrepute or interfere with, or impede, a staff members duties or responsibilities to the School or students
- comply with other policies of the School and professional standards that outline expected behaviours of staff when posting personal comments that relate to, or can be identified as relating to, School issues (eg. discussing or referencing staff, students, policies or anything related to, or reflecting upon the School)
- take steps to ensure that friends, family or other acquaintances are aware of the need to use discretion when they post images or information about the staff on their own social media forums
- not involve connections with the following persons on social media forums (for example, being "friends" on Facebook)
- including recent former or parents of current students (unless special circumstances exist and prior approval from the Principal has been obtained)

Students

Staff must NOT connect with students or interact with, or post images of, students on their own private social media forums (for example, staff must not be "friends" with students on Facebook).

Security, Privacy and Access

Staff must:

- ensure the privacy settings of their social media profiles are appropriately set to avoid putting their privacy at risk (for example, minimum recommendation for Facebook accounts: settings set to "only friends" and NOT "Friends of Friends" or "Networks and Friends" as these open your content to a large group of unknown people)
- recognise that even if they implement the maximum security settings for their social media profiles, the security settings on social media forums cannot guarantee that communications placed online do not become more publicly available than was intended (staff should always assume that posts or communications online may become public)
- understand that the type of security settings used by a staff member cannot be used as an excuse for breaching this policy if the material posted becomes more publicly available than was intended

Non-compliance with the social media usage guidelines may be grounds for disciplinary action, up to and including termination of employment depending on the circumstances.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Wandin North Primary School's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.

Wandin North Primary School aims to build a culture of safe digital technology use in line with the school values, legislative and professional obligations, and the community's expectation. Within this context, the objective of this Policy is to ensure the smart, safe, responsible use of digital technologies within the school community. This Policy outlines the conditions applying to the use of all school digital technologies and behaviours associated with safe, responsible and ethical use of technology. This policy is supported by Wandin North Primary Schools:

- iPad Policy & User Agreement (CLICK HERE FOR AGREEMENT)
- Acceptable Use - Student eLearning Agreement (Years P-1) (CLICK HERE FOR AGREEMENT)
- Acceptable Use - Student eLearning Agreement (Years 1-6) (CLICK HERE FOR AGREEMENT)

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), Wandin North Primary School will institute a staged response, consistent with our student engagement and behaviour policies. A breach which is deemed by the Principal to be harmful to the safety and wellbeing of other may possibly result in serious disciplinary action. Consequences will depend on the severity of the breach and the context of the situation and may include:

- withdrawal of access to the school network and devices
- confiscation of personal devices used inappropriately throughout the school day, including on all excursions and camps

- devices believed to contain evidence of a criminal act may be held and handed to Police for evidence in line with Police timelines
- confiscated devices used inappropriately (not required for evidence of a criminal act) can be collected by the student or parent as determined by the Principal's nominee at the end of the day
- suspension in cases of serious misconduct
- police involvement (it is a criminal offence to use any technological device to menace, harass, make threats, or offend another person)
- 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

In investigating a suspected breach of this Policy the User agrees to promptly make the digital technology equipment/device available to the school for the purpose of any investigation and/or audit and to cooperate otherwise with the school in any investigation or audit process. The terms of this Policy form part of the school's expectations for the purposes of a student's enrolment at the Wandin North Primary School.

Wandin North Primary School's eSmart Policy

Wandin North Primary School's eSmart policy supports this Digital Learning Policy.

The eSmart Policy contains expectation and advice on the following:

1. *Authorised Usage and eSmart Agreement*
2. *Obligations and requirements regarding the appropriate use of digital technologies in the school learning environment*
3. *Monitoring by the school*
4. *Copyright, Licencing and Publication*
5. *Individual password logins to user accounts*
6. *Other user obligations*
7. *Privacy*
8. *Procedures for mobile phone and personal device use at school*
9. *Responsibilities*
10. *Using a digital device such as a camera or iPad*
11. *How else can parents/carers assist?*

Wandin North Primary Schools eSmart Policy can be found (HERE)

EVALUATION AND REVIEW CYCLE

This policy was last updated in July 2021
This policy is scheduled for review in July 2023