DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

To ensure that all students and members of our school community understand:

- 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 or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

- This policy applies to all students at Ivanhoe 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:
- Ivanhoe 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.

1-to-1 learning program
Where each student has ongoing access to a digital device at school for educational purposes

Digital learning
Any type of learning that is facilitated by technology and any instructional practice that is effectively using technology to strengthen and/or transform the learning experience.

ICT/digital technologies
The 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.

This school understands that the 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.

The school believes that the use of digital technologies 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 safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads

In Foundation Year level the school provides iPad for student use on a 1:3 device to student ratio. These devices are for students to use during class time for different learning tasks/activities.

In addition to this bank of iPads, 2 additional banks of iPads are provided for use by students across the school for a range of curricular purposes.

Laptop PCs

In Years 1-6 students have access to laptop PCs. The school provides laptop PC for student use on a 1:2 laptop device to student ratio. These devices are for students to use during class time for different learning tasks/activities.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. 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.

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, including [insert details of specific programs]
- 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 and signed an 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.

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.

Ivanhoe Primary school uses the Class Dojo platform for parents to have window into student learning. Parents can opt-in to use this 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 Example 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), Ivanhoe 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 [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are mandatory]:

- Available publicly on our school's website 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 student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	School Review Parent Groups 2020 School Council 2022
Approved by	Principal and School Council
Next scheduled review date	July 2024

Acceptable Use Agreement

Ivanhoe Primary School Cyber Safety Agreement

2020 Student Cybersafety Agreement
Ivanhoe Primary School

WHY? I agree to use digital technologies as tools to transform my learning safely and securely in an enriching learning environment.

WHAT? We will use digital technologies to:

Communicate by taking turns to share positive information using digital technologies.

Collaborate to create information in safe spaces with others online and offline.

Curate by collecting important information I need with permission.

Create my own products as part of my digital learning.

Celebrate my learning and achievements in safe spaces online and offline.

HOW? I will use digital technologies to develop and model:

Confidence I have the knowledge and skills to be as safe as possible online and seek support from adults I know when I need it.

Independence I can make sensible choices and be responsible for my thoughts, feelings and actions.

Persistence I continue to improve my learning online especially when faced with challenging situations.

Resilience I know I have the ability to move forward positively from setbacks I may experience online.

Respect I understand and accept other peoples' rights to privacy, learning and safe access to digital resources.

© Ivanhoe Primary School 2020

2020 Student Cybersafety Agreement
Ivanhoe Primary School

AGREEMENT

I have carefully read the *Community Cybersafety Agreement*. I understand the importance of the expectations and agree to follow them. I am aware that any breach of these expectations will result in digital privileges being taken away for a period of time or taken away completely.

Student Full Name: _____

Grade: _____

Teacher Name: _____

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

Parents/Guardians can call Parentline on 132 289 or visit https://www.esafety.gov.au/

When using Digital Technologies, here are some ways I can demonstrate our school values in a positive way.

Confidence	
Independence	
Persistence	
Resilience	
Respect	

I AM CYBERSAFE AND CYBERSMART!

© Ivanhoe Primary School 2020

Community Agreement

Community Cybersafety Agreement
Ivanhoe Primary School

Cybersafety is an important part of our school community. By the time children arrive at school, many are already online and using digital technologies. We understand the role that digital technologies have on students becoming global citizens and the opportunities it brings to learning.

Part A: School profile statement

The Ivanhoe Primary School community recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential. This is best achieved with a home-school partnership. We expect that all community members work together to encourage this proactive behaviour.

Ivanhoe Primary School uses programs and procedures that support safe and responsible uses of digital technologies. This statement can define our duty of care for students working with digital technologies.

At Ivanhoe Primary School we:
- explicitly educate our students on how to be safe and responsible users of digital technologies;
- support all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- support our community to understand the importance of safe and responsible use of digital technologies and strategies that can be implemented at home;
- have co-created team norms and values that clearly state our school's values and the expected standards of student behaviour;
- have a consistent approach to educating students about potential online issues, such as online privacy and intellectual property;
- supervise students when using digital technologies for educational purposes;
- provide a filtered internet service that offers the maximum possible protection;
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the police;
- provide community members with a copy of this agreement.

Part B: Safe and responsible behaviour

WHY?
Our school community must understand the importance of always using digital technologies safely and securely as tools to transform and enrich our learning.

WHAT?
We expect our students and our community to use digital technologies to:

Communicate by taking turns to share positive information using digital technologies ;

Collaborate to create information in safe spaces with others online and offline;

Curate by collecting important information they need with permission;

Create their own products as part of their digital learning;

Celebrate their learning and achievements in safe spaces online and offline.

HOW?
We expect our students and community to use digital technologies to develop and model:

Confidence having the knowledge and skills to be as safe as possible online, and seek support from adults they know when they need it;

Independence to make sensible choices and be responsible for their thoughts, feelings and actions;

Persistence to continue to improve their learning online, especially when faced with challenging situations;

Resilience to know they have the ability to move forward positively from setbacks they may experience online;

Respect to understand and accept other peoples' rights to privacy, learning and safe access to digital resources.

VICTORIA State Government | Education and Training

©Ivanhoe Primary School 2020

Community Cybersafety Agreement
Ivanhoe Primary School

Part C: Community Agreement

As an Ivanhoe Primary School community member, I/we will use digital technologies to:

Communicate   Collaborate   Curate

Create   Celebrate

This means when working with my/our child/children, I/we will use digital technologies to develop and model:

Confidence   Independence   Persistence   Resilience   Respect

I have carefully read the *Community Cybersafety Agreement*. I understand the significance of the expectations and support Ivanhoe Primary School's Cybersafety strategy.

Child's Full Name: _____   Grade: _____

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____   Date: _____

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

Parents/Guardians can call Parentline on 132 289 or visit https://www.esafety.gov.au/

© Ivanhoe Primary School 2020