



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 Cardinia 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:

- Cardinia 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.

Cardinia 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 Cardinia 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 Cardinia 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 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 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.

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 Cardinia 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), Cardinia 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 and child safety training processes
- Discussed at staff meetings as required
- Included in our staff handbook
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Community input invited through email August 2022
Approved by	Principal Susan Wepster
Next scheduled review date	July 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

At Cardinia Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expectations we have of student behaviour when using digital or online spaces.

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.

At Cardinia Primary School we:

- Have a *Student Wellbeing and Engagement Policy* that outlines our school's values and expected student behaviour;
- Have programs in place to educate our students to be safe and responsible users of digital technologies, such as eSmart;
- Raise our students' awareness about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for their schoolwork;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Will respond to issues or incidents that have the potential to impact on the wellbeing of our students; and
- Support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child.

Student Agreement

When I use digital technologies (including 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 feel;
- Not sending mean or bullying messages or forwarding them to other people; and
- Creating and presenting my own work, and if I copy something from online, letting others know by sharing the website link to acknowledge the creator.

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

- Protect my passwords and don't share them with anyone except my parent/s and class teacher;

- Only ever join spaces with my parent/s or teacher's guidance and permission; and
- Never answer questions online that ask for my personal information.

When I use digital technologies 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, and if I am not sure, I ask a trusted adult for help;
- Protect my friends' 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; and
- Am careful with the equipment I use.

Cloud Applications

As part of our teaching and learning, students utilise a range of applications (apps), some of which have cloud storage. These applications are entirely online and available on any internet connected computer or device. Many of these have individual student accounts which are administered by the class teacher or the school on behalf of the teacher. Listed below are those which require individual student login access:

- **Essential Assessment** – a mathematical assessment and learning tool utilised by teachers to assist in teaching the exact skills each student requires
- **EPIC!** – a collection of online stories that students can read, or have read to them, to assist in their literacy development
- **Google Classroom suite** – to allow students to communicate and collaborate using real world software and skills. This collaboration is restricted to students currently enrolled, and staff currently working at, Cardinia Primary School unless permission is granted by the Principal for other participants.
- **Studyladder** – an online tool to reinforce literacy and numeracy skills taught during lessons by teachers.
- **Teach Your Monster to Read** – an online game with stories and phonic skills for early readers that reinforce learning that is happening in the classroom.
- **Spelling City** – a website which allows reinforcement of spelling words in a fun and engaging way.
- **Scratch** and **Scratch Junior** – a coding and programming application to help students understand block programming.
- **Kodable** – A great application to teach and reinforce programming skills using both block programming and written code.

A range of other websites and applications are utilised by staff and students during the course of their learning which do not require individual access by students. Should you have questions or concerns about these, please direct these to the Principal.

Our school's Digital Learning Acceptable Use Agreement applies to all digital technologies and applications, and students are expected to use these appropriately and for school use only.

By signing below, I understand that

- My child needs to comply with the terms of acceptable use and expected standards of behaviour set out within the Student Agreement.
- There are actions and consequences established within the school's *Student Wellbeing and Engagement Policy*, *Behaviour Management Policy* and *Bullying Prevention Policy* if my child does not behave appropriately.
- I give my child permission to access and utilise the cloud based applications listed above.

Student Agreement

Student's Name:	Grade:
Student's Signature: (Required for students in Grade 3-6 only)	

Parent/Carer Name:
Parent/Carer Signature:
Date:

Students will not be permitted to use any digital technologies until this agreement has been signed by a parent/carer.

This permission form will be held on file at Cardinia Primary School and will be effective for 2022. If you wish to amend your approval in relation to any of the above, please request a new form from the Office.