

# BELMONT PRIMARY SCHOOL

## Digital Learning Policy

### Internet, Social Media & Digital Devices 2022



#### Help for non-English speakers

If you need help to understand this policy, please contact Belmont Primary School on 5243 2972 or [belmont.ps@education.vic.gov.au](mailto:belmont.ps@education.vic.gov.au).

## 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
- 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 and staff at Belmont 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:

- Belmont 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.

Belmont 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.

### Personal Devices at Belmont Primary School

Belmont Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads.

Parents/carers are invited to purchase for their child to bring to school or students can use what is provided for free by the school.

Students 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
- Is 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 BYOD program are encouraged to contact the school office.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Belmont 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 Belmont 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, 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 Wellbeing & 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

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 Belmont Primary School's *Statement of Values & School Philosophy*, *Student Wellbeing and Engagement Policy*, and the *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), Belmont 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 briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

## Policy Review and Approval

<b>Policy last reviewed</b>	<b>June 2022</b>
<b>Consultation</b>	School Council – June 2022
<b>Approved by</b>	Sharon Liddle – Acting Principal
<b>Next scheduled review date</b>	March 2024

# BELMONT PRIMARY SCHOOL

# ACCEPTABLE USE AGREEMENT



**Cybersafety** is an important issue for young students. By the time young children arrive at school some are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps.

## School Profile

Belmont Primary School 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, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

### At Belmont Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- 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
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- Provide parents/guardians with a copy of this agreement.

## Safe and Responsible Behaviour

Belmont Primary School is pleased to offer students access to the Internet and electronic mail (email) facilities. We strongly believe in the educational value of these electronic services and recognise their potential to support student learning. Belmont Primary School will make every effort to protect students from any misuses or abuses using telecommunications. Some materials found on the Internet may contain some items that are unsuitable, however we believe that the opportunities for students to collaborate, and the range of information resources, will exceed any disadvantages students may face in using the Internet or accessing email.

The responsibility for setting and conveying standards is a joint responsibility with families and the school. We believe that access is a privilege - not a right, as access involves responsibility.

*Please discuss the following guidelines for using the internet and email with your child and sign where indicated.*

## Guidelines

### 1. **Be Polite - Netiquette**

Always send messages that are polite.

### 2. **Be responsible- Use appropriate, respectful language**

When you are online you are representing Belmont Primary School.

### 3. **Privacy**

Don't include any personal information like your full name, home address or phone numbers. Let your teachers know if any person is asking for personal information.

### 4. **Information**

All the information accessed through the internet may not be accurate. Every effort will be made to ensure children develop skills to assist them in validating information.

### 5. **Report**

Students must report immediately to their teacher any matter that concerns them when using the internet, eg. Inappropriate content.

## **When using digital technologies I:**

**Communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ⇒ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- ⇒ not copying someone else's work or ideas from the internet and presenting them as my own.
- ⇒ never sending mean or bullying messages or passing them on, as this makes me part of the bullying

**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:

- ⇒ protecting my friends' information in the same way
- ⇒ protecting my password and not sharing it with others
- ⇒ only joining a space online with my parent or teacher's guidance and permission
- ⇒ never answering or asking questions online that ask for my personal information.

**Look after myself and others** by thinking about what I share online.

This means:

- ⇒ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ⇒ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ⇒ speaking to a trusted adult if someone is unkind to me
- ⇒ speaking to a trusted adult if I know someone else is upset or scared
- ⇒ stopping to think about what I post or share online
- ⇒ using spaces or sites that are right for my age
- ⇒ immediately clicking out of or closing window of content I know is not appropriate and reporting this to my teacher or parent.



# BELMONT PRIMARY SCHOOL

## Acceptable Use Agreement

### Student Declaration 2022

**Student Name** .....

**Class Teacher**.....

**When I use digital technologies, I will:**

**Communicate politely and respectfully.**

*This means that I will:*

- ◆ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- ◆ not copying someone else's work or ideas from the internet and presenting them as my own.
- ◆ never sending mean or bullying messages or passing them on, as this makes me part of the bullying .

**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 will:*

- ◆ protect my friends' information in the same way
- ◆ protect my password and not sharing it with others
- ◆ only joining a space online with my parent or teacher's guidance and permission
- ◆ never answering or asking questions online that require my personal information.

**Look after myself and others.**

*This means I will:*

- ◆ never share 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
- ◆ speak to a trusted adult if I know someone else is upset or scared
- ◆ stop to think about what I post or share online
- ◆ use spaces or sites that are right for my age
- ◆ immediately click out of or closing window of content I know is not appropriate and promptly reporting this to my teacher or parent..

I am aware of the consequences for inappropriate behaviour and unacceptable use **Yes / No**

I have been provided with a link to the Consequences for Inappropriate Behaviour document. **Yes / No**

I understand and will follow the guidelines outlined above in conjunction with all aspects of the outlined policy. I understand that access to the internet and email facilities is a privilege. Inappropriate use will result in loss of that privilege, just like breaking any other school rule.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date