

Digital Learning Policy [Internet, Social Media and Digital Devices]



Monmia Primary School

This policy was presented to School Council in: September 2022
School Council President: Amanda Deakin

Rationale

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 including our BYOD Program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and 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 when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

This policy applies to all students and staff at Monmia 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, volunteers and school councillors are required to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Child Safety-Code of Conduct.pdf \(monmia.vic.edu.au\)](#)
- [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.

Aim

To ensure that all stakeholders within the school community are aware of what is expected of them. That they are able to utilise digital technologies effectively and safely in school administration and its core function of quality teaching and improved student learning.

Implementation

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, tablets and iPads, 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.

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 adults.

Bring Your Own Device Program (BYOD)

The BYOD Program encourages a 1-to-1 learning model, which will maximise the access students have to technology in the classroom, and to complete learning tasks. This program will educate and prepare our students for 21st Century Learning and will complement our STEAM Program.

The benefits of this 1:1 program will be to:

- have immediate access to the Educational apps the school has purchased
- access online resources and digital applications in a safe and secure environment
- capture learning through a variety of platforms, which can be shared at home and
- have daily access to a device as a valuable learning tool

At Monmia, we value the importance of digital learning. The aim has always been to provide our students with the best education and learning experience in line with the Victorian Curriculum under Design and Digital Technologies.

Staff scaffold learning where new concepts are introduced at each level and existing skills and understandings are developed. Lessons are structured to encourage students to learn through exploration, self-direction and inquiry, with explicit teaching at key points during the learning sequence.

Students are actively engaged in safe and ethical use of technologies to create innovative solutions that meet current and future needs. These solutions and information are created through the application of computational design and technical skills.

Parents/guardians are invited to purchase an iPad for their child to bring to school. Once their device is configured and connected to the school's network, they 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, labelled with their name
- has at least 32 GB of storage
- operates on iOS 13.1 or higher to be compatible with the school's network

Our school does not have insurance to cover accidental damage to students' devices, and parents/guardians are required to obtain their own insurance for their child's device. We recommend you purchase AppleCare+ for added protection, but this is not a requirement. See <https://www.apple.com/au/support/products/ipad/> for more information.

Students, parents, and guardians who would like more information or assistance regarding our BYOD program are encouraged to contact the school principal, 9364-1007.

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

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 eSmart program
- 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 and 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 guardians 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/guardians 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 guardian 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 Monmia Primary School's Statement of Values, Student Wellbeing and Engagement Policy, and Bullying Prevention policy. For further details refer to the policy page [here](#).

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), Monmia Primary School will respond in a consistent manner in line 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Appendices:

- Appendix 1: Glossary
- Appendix 2: Monmia PS Electronic Consent Form
- Appendix 3: Monmia PS Acceptable Use Agreement

For further details refer to the Monmia Primary School policies page [here](#)

Evaluation	This policy will be reviewed as part of the School Council cyclic review or earlier if required.
Policy last Reviewed	September 2022
Consultation	September 2022
Approved by	Principal
Review Year	September 2024. Every 2 Years.

Appendix 1: Glossary

Important terms children, parents and teachers should know

Source: Many terms were sourced from: <http://www.cybersmart.gov.au/Glossary.aspx#B>

1-1 Learning	1-1 learning, 1- Many, Many to Many....These are all phrases that emphasise the shift towards devices which are mobile and able to be used anywhere by learners. The phrases also describe the ratio of devices to user. In the 1-1 model, each person has constant access to one device. In the many to many model, users are able to choose from a range of devices, the one that serves their purpose at that time.
Blogging	Blog is derived from the combination of the words web and log. Blogs are virtual journals created by individuals and stored on the internet. They generally consist of text and images and entries or posts appear in a chronological format.
Bullying & Cyberbullying	<p>Bullying is repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.</p> <p>Cyberbullying is bullying using digital technologies including mobile phones, email and social media tools.</p>
BYOD	BYOD is the abbreviation for <i>Bring Your Own Device</i> . It is the practice of allowing the students to bring their own computer/device to school for educational purposes. Many schools specify the device to be brought and work with companies to offer parents purchasing and/or leasing deals.
Chat Room	A chat room is a place on the Internet where people can get together and talk. They use programs which allow real time chat to take place and users may use headphones and speakers or text to socialise. Chat rooms are often found within gaming websites.
Cloud Computing	Cloud computing refers to the ability for people and organisations to access files, software, data and other services via the internet that are hosted remotely, typically by a third party organisation. An example would be an internet service which allows you to upload and store your files (e.g. audio, video and documents) online and access them later.
Copyright	Copyright is a type of legal protection for people who produce things like writing, images, music and films. It is a legal right to prevent others from doing certain things (such as copying and making available online) without permission [Australian Copyright Council]
Cyber Ethics	Cyber Ethics refers to the safe, ethical and appropriate use of, and behaviour in, online environments. It examines moral, legal and social issues in the development and use of online technology.
Encryption	Encryption is the coding or scrambling of information so that it can only be decoded and read by someone who has the correct decoding key. It is used in secure Web sites as well as other mediums of data transfer. If a third party were to intercept the information you sent via an encrypted connection, they would not be able to read it.
Flaming	Flaming is the posting of a nasty or insulting response to a post. Flaming is very common in chat rooms, online forums and on social media.

Grooming	Grooming is when an adult deliberately tries to befriend and establish an emotional connection with a child in order to lower the child's inhibitions with the intent of later having sexual contact. It may include situations where adults pose as children in chat rooms or social networking sites and 'befriend' children in order to make arrangements to meet with them in person.
Hacker	A hacker is someone who breaks into systems and performs other destructive or illegal acts with computers and networks. Some hackers like to prove that they can break into systems and leave a clue, whilst most prefer to leave no traces of their visits.
Hyperlink	A hyperlink is any text or graphics on a website that, when clicked on, will take you to another web page or another part of the same web page.
Intellectual Property	Intellectual Property represents the property of your mind or intellect. Types of intellectual property include patents, trademarks, designs, confidential information / trade secrets, copyright, etc
Malware	Malware is a term used to describe malicious software. This can include viruses, Trojans, adware, spyware, etc.
Microblogging	Microblogging websites are social networking websites that people can sign up for, and send out regular updates about their daily activities. One of the most popular micro-blogging sites is Twitter. Users of micro-blogging sites can both share their updates and follow others'.
Moderation	This is the process of providing comments or posts by a moderator. Once approved other users can see the comments or posts.
NEALS	NEALS (National Educational Access Licence for Schools) is an agreement between the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR), the state & territory education departments, and the Catholic and independent school sectors. NEALS allows schools to copy and communicate material from each other's websites and publications for educational use, free of charge. NEALS applies to print and digital material published by schools and educational bodies eg websites, bulletins etc. NEALS covers materials such as non-commercial curriculum materials, administration documents and policy materials. NEALS does not apply to films or sound recordings such as CDs or MP3 files.
Phishing	Phishing is when emails are sent from falsified email addresses. Many phishing emails often claim to be from a bank, online retailer or credit card company. These emails direct recipients to a website that looks like the real website of a retailer or financial institution, which is designed to encourage the visitor to reveal financial details such as credit card numbers, account names and passwords, or other personal information.
Piracy	Piracy is the illegal copying and/or distribution of copyrighted materials.
Posts	To post is to put content up online, such as on a social networking website or a chat forum. Examples of content that can be posted includes photos, status updates or blog content.
Predator	A predator is a person using the internet and online social mediums to groom, stalk, and make inappropriate contact with another person or group of people.
Principle of least privilege	The principle of least privilege means giving a user account only those privileges which are essential to that user's work. Privileges are permissions set on the server or device that allow users or software to perform certain actions. eg. install software
Privacy	The type of privacy covered by the <i>Privacy Amendment (Enhancing Privacy Protection) Act 2012</i> is the protection of people's personal information. Personal information is information that identifies a person or any information where a person is reasonably identifiable.
Profile	A profile is the personal information/bio that is entered onto social networking sites

	when users create their personal accounts.
RSS Feeds	RSS is an easy way to access information and updates from your favourite web sites without having to visit each web site multiple times a day or week. The RSS Feed is an internet format that automatically delivers the content you subscribe to, to your device, regularly, whenever the content on the site changes.
Sexting	Sexting refers to the sending of provocative or sexual photos, messages, or videos, generally using a mobile phone. It can also include posting this type of material online.
Social Media	Social Media includes websites and internet-based applications that enable users to create and share content online and participate in social networking and communication.
Spam	Spam is the sending of unsolicited, commercial electronic messages. Under the Spam Act 2003, spam is defined as including email, instant messaging, SMS and MMS (text and image-based mobile phone messaging) of a commercial nature. It does not cover faxes, internet pop-ups or voice telemarketing. ACMA is responsible for enforcing the Spam Act in Australia and actively works to fight spam.
Tagging	<p>A tag is a word, or a group of words, assigned to a digital product [picture, article, video], that allows the user to describe the content of the item and to search and cross-reference information online.</p> <p>Tagging is also used on social networking websites such as Facebook to enable users to identify the people that appear in photos they upload.</p>
Web 2.0	Web 2.0 is the term used to describe websites and online applications that allow people to create, collaborate, communicate, upload and share information. Web 2.0 differs from other types of websites as it does not require any web design or publishing skills to participate, making it easy for people to create and publish or communicate their work to the world. Examples of Web 2.0 applications are blogs, wikis, RSS feeds and microblogging.
Wiki	Wikis are web sites that many different users can add to and edit freely online. All wiki pages are co-created by a group of collaborating individuals, rather than a single author. The most famous wiki is the online encyclopedia Wikipedia.

Appendix 2: Monmia PS Electronic Consent Form

Appendix 3: Monmia PS Acceptable Use Agreement

Student Acceptable Use Agreement 2022-2023

for the use of digital technologies and the internet in years Prep to 6

Introduction

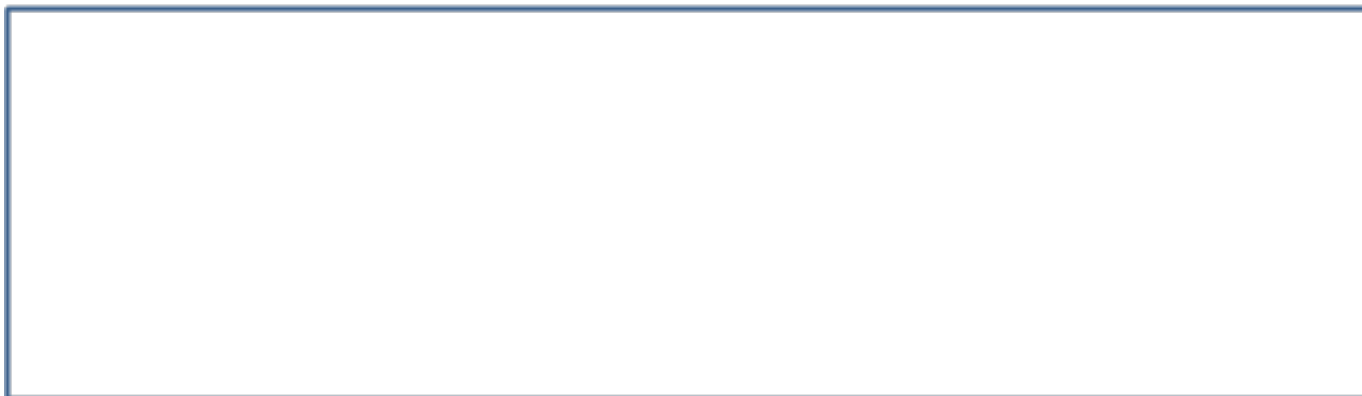
At Monmia Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

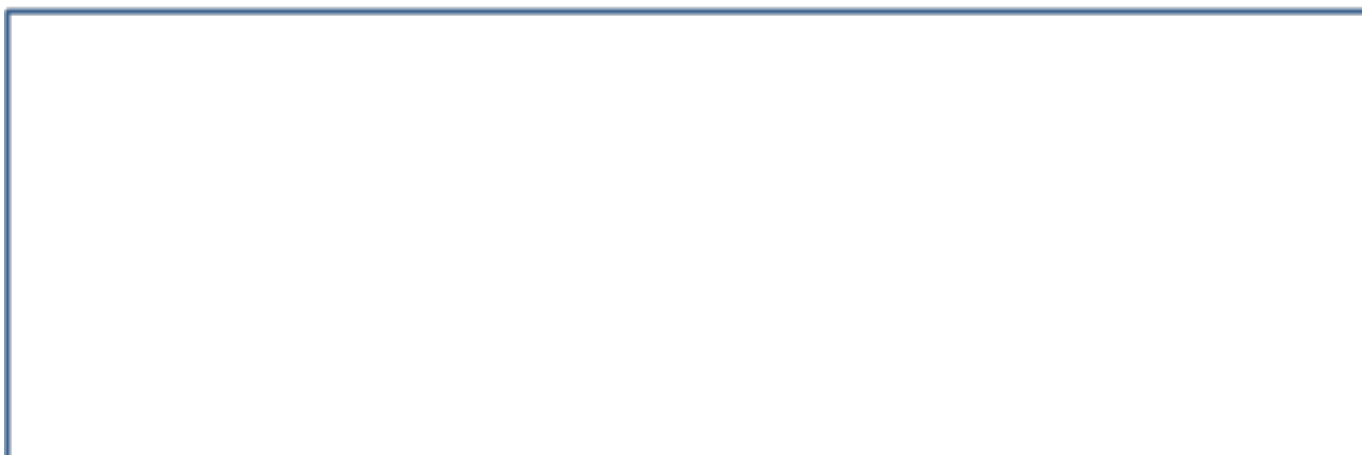
- have a **Student Engagement and Wellbeing Policy** and **Digital Technologies Policy** that together, communicates our school's values and expected standards of student behaviour, including actions and consequences for inappropriate use of digital technologies
 - educate our students to be safe and 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:
 - [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed
- provide students with a school email address, using the DET ISP provided accounts, that is managed at school. The email address provides no personal details about the student's identity
 - use a range of online services to support students in their learning. To minimise risk in using these services we,
 - adhere to the age limits outlined in the terms and conditions
 - use school managed student accounts
 - request parent permission to set up student accounts
 - ensure we have the capacity to supervise the access of online services
 - review student work and online interactions
 - use DET endorsed and/or Australian-based online services whenever available
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
 - support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
 - [Bullystoppers 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>)

My ideas on safe and responsible behaviour

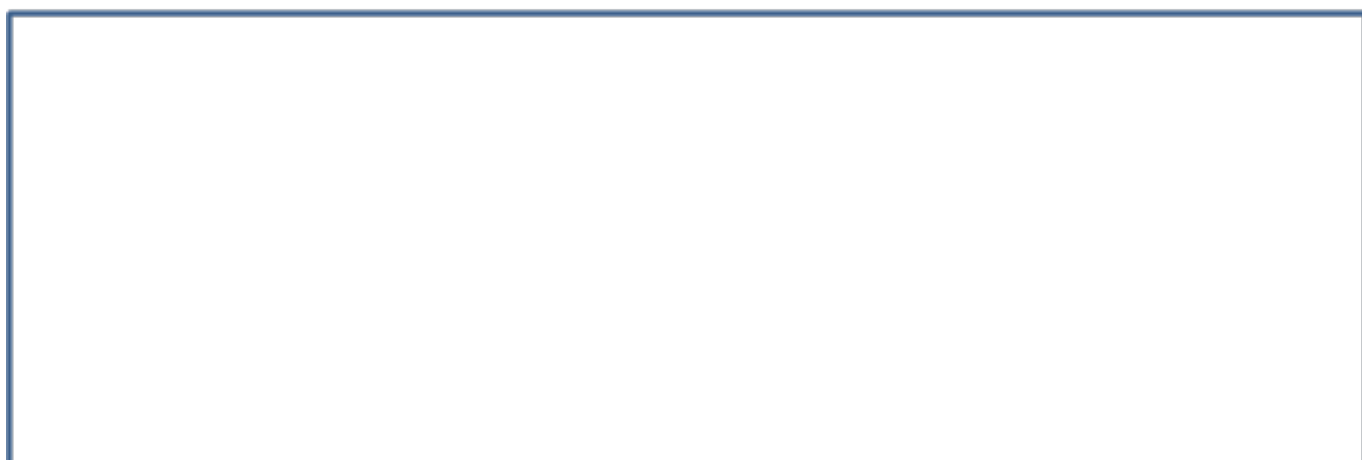
When I use digital technologies and the internet I **communicate respectfully**. This means I:



When I use digital technologies and the internet, I **protect personal information**. This means I:



When I use digital technologies and the internet, I **respect myself and others**. This means I:



Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible, and ethical user always by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g., forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate, or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (age restrictions, parental consent requirements, etc.) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio, and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.

In addition, to be a safe, responsible and ethical user at all times, I will:

- keep devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- follow [Mobile Device Student Only Policy.pdf \(monmia.vic.edu.au\)](https://www.monmia.vic.edu.au/files/2017/06/Mobile-Device-Student-Only-Policy.pdf)
- respect the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respect others and communicate with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces

Student Agreement / License 2022-2023

(Principal or classroom teacher)

acknowledges the commitment of

(student)

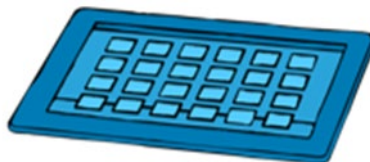
to being a polite, safe, and responsible user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Principal/Teacher's signature

Date



Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g., desktops, iPads, Spheros, Bee Bots, drones, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (Facebook, Twitter, Instagram)
- video and photo sharing websites (YouTube)
- blogs or micro-blogs (Twitter)
- forums, discussion boards and groups (Google Classroom)
- wikis (Wikipedia)
- vod and podcasts
- video conferences and web conferences (WebEx).

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extracurricular activities, and school provided online learning platforms used at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement and Wellbeing Policy and ICT Policy if I do not behave appropriately.

Student name:

Student signature:

Parent/Guardian Name:

Parent/Guardian Signature: _____

Date: _____

Please return THIS PAGE only, completed, to the school by:

