Digital Learning Policy
(Internet, Social Media and Digital Devices)

Help for non-English speakers

If you need help to understand this policy, please contact Kororoit Creek Primary School (KCPS) at kororoit.creek.ps@education.vic.gov.au.

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 including our 1-to-1 personal device program. All homerooms from Prep to Grade 3 are allocated a class set of iPads

(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 Kororoit Creek 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:

- Kororoit Creek 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)

Postal Address:
PO Box 3012
Caroline Springs 3023

Email: kororoit.creek.ps@education.vic.gov.au
Website: www.kororoitcreekps.vic.edu.au
Ph: 8358 0600

ABN: 36 434 158 723

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.

Kororoit Creek 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 Kororoit Creek Primary School

At Kororoit Creek Primary School all students from Grade 4-6 are allocated a school purchased iPad. All students and parents are presented with the Acceptable Use Agreement which is signed each year. From Prep to Grade 3 each homeroom is allocated a class set where students can each have access to an iPad during learning time.

Students from Grade 4-6 are able to take their iPad home each night and over holidays period throughout the year. Students must bring their device to school each day to be used during class time for different learning activities.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kororoit Creek 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 Kororoit Creek 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 the Proactive Victoria Policing unit visiting to talk to students as well as programs run by external provider such as Sexual Health Victoria.
- 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

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- 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.

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 or the ICT technician, 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 Kororoit Creek 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), Kororoit Creek 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 devices for allocated period
- 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:

- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Available on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Policy review and approval

Policy last reviewed	10 April 2024
Consultation	Principal Team
Approved by	Principal
Next scheduled review date	10 April 2026 [note that the mandatory review cycle for this policy is 2 years]

ANNEXURE A: ACCEPTABLE USE AGREEMENT

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21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by both themselves and others online, even when no one is watching.

At Kororoit Creek 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. Safe and responsible behaviour is explicitly taught at our school and families are requested to reinforce this behaviour at home.

For your information and your child's safety, we ask that you read through this document carefully and discuss it fully with your child and family. When you feel you understand and are happy with its contents we ask you and your child to tick the Compass checkboxes as acknowledgment you understand it and so that your child can begin their responsible use of technologies at KCPS. It is an expectation that all students at KCPS participate in online and digital learning therefore it is compulsory that this agreement is consented to. **Your consent will be stored on our Compass server for the duration of your child's enrollment at Kororoit Creek Primary School.**

School support for the safe and responsible use of digital technologies

KCPS uses the Internet, Instagram, Global 2, blogs, Seesaw, social media platforms, Web 2.0 tools, Google Suite, Office Suite, Kahootz, Padlet and various digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

KCPS uses social media platforms to share with the community.

You and your child have been asked to agree to use these digital technologies responsibly at home and at school. Parents/carers should be aware of the nature of the Internet and be aware that full protection from inappropriate content can never be guaranteed.

At KCPS we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technologies and the Internet (referred to as Essential Agreements).
- have a Privacy Policy aligned with the Department of Education Schools Privacy Policy which can be found at https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx.
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- 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.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- support students in developing digital literacy skills.
- are an eSmart accredited school and implement a cybersafety program which is reinforced across the school and throughout the curriculum.
- use mobile technologies for educational purposes (e.g. YouTube clips, podcasts or photos from excursions).
- provide support to parents/carers, if requested, to understand this agreement (e.g. language support).
- provide support to parents/carers through information evenings and through online communication (eg. Compass blasts) about ways they can support their child's digital skills and safety from home.
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology and that these behaviours should be mirrored at home.
- understand that some online activities are illegal and as such will be reported to police.
- record breaches of responsible digital technology use and address these breaches with a zero-tolerance approach.
- **do not allow for personal devices to be used during school hours, these include phones, tablets, smart watches or any other smart devices. If students require these devices for before or after school hours they need to be given to a teacher for safe keeping before the commencement of the school day and returned once the school day concludes. This safe keeping is at the students own risk. No guarantees can be made about the security of the device while in the teacher's possession**

Parent Agreement

When I supervise my child using technology, I agree to:
- discuss safe internet use with my child including the impacts of online bullying on others and the ways you can seek help if needed
- accept all responsibility for the actions of my child whilst using technology at home, including browsing and accessing social networking platforms
- not access my child's online platforms (such as Seesaw) unless logging on as a parent using my own account and not use it for anything other than educational purposes. E.g. not as a conversation platform to teachers
- be informed of the age restrictions on any applications and platforms my child accesses

When I use technology, I agree to:
- keep myself informed about the risks of sharing photos and personal information such as school logo or suburb online
- not post photos that include other students from the school on any online platforms
- not engage in a negative or derogatory way on the school social media platforms, including Seesaw
- not save, screen shot, record or share any content related to any student or family within the school

Student Agreement

When I use digital technology, I agree to:

- only use school based digital technology for school purposes and not for private or personal use.
- be a safe, responsible and ethical user whenever and wherever I use it.
- **support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes taking photos, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).**
- think critically before providing feedback online to other students and consider how the feedback will be viewed by others.
- talk to a teacher if I feel uncomfortable or unsafe online or if I see others participating in unsafe, inappropriate or hurtful online behaviour, both at school and at home.
- 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.
- not deliberately search for something rude, violent or inappropriate.
- follow my classroom Cyber Safety Agreement (Essential Agreement for digital technologies).
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.
- protect my privacy rights and those of other students by not giving out personal details including full names, birthday, telephone numbers, addresses and images.
- use the Internet for educational purposes and use the equipment properly.
- not fraudulently subscribe or register to social networking sites that have strict age regulations such as Facebook, Instagram, YouTube and Snap Chat etc.
- use approved social networking sites for educational purposes and only as directed by teachers.
- never join spaces without permission.
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- think critically about other users' intellectual property and how I use content posted on the Internet.
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- **not reveal my password to anyone except the system administrator, my parents or the teacher.**
- not bring or download unauthorised programs, including games, to the school or run them on school computers.
- not take photos of other students or staff without explicit permission.

When I use my iPad, iPod, computer, netbook, e-reader or other mobile or recording device I agree to:

- keep the device on silent or use headphones during class times– except when approved by the teacher.
- protect the privacy of others and never post or forward private information about another person, including photos and videos of others.
- only take photos and record sound or video when it is part of an approved lesson and delete them once the task is complete.
- seek permission from individuals involved before taking photos, recording sound or videoing them.
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- not engage in negative, derogatory or hurtful communication with my peers both during and after school hours; including Facetime, iMessaging, WhatsApp or any other messaging tool or online platform.

When online learning/remote learning I agree to:

- always have my correct name and my camera switched on when I enter a meeting and throughout the meeting.
- not use the chat function inappropriately and respect the school values of the Learner Profile.
- ensure that I am muted when asked by the teacher and not interrupt the lesson.
- follow the directions of the teacher when in break out rooms and not be inappropriate or cause harm to others.
- not film or record learning sessions on other devices.
- not use the online learning sessions to bully or harass others.
- make sure I turn up on time for my sessions and be ready to learn.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules.

I understand that my access to the Internet and mobile technology at school will be renegotiated and may be suspended if I do not act responsibly.