



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) 2021 (DRAFT)

Digital Technologies, including the internet, are now a fundamental part of life in a digital age. At Kingsley Park Primary School we use digital technologies as an integral component of learning and teaching programs and recognise that students and teachers must know how to use them safely and responsibly.

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 Bring your Own iPad program for Years 3 to 6]
- 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
- that the school is compliant with the Child Safe Standards
- that we maintain the DET values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

SCOPE

This policy applies to all students and staff at Kingsley Park 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:

- Kingsley Park 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.

Kingsley Park understands that 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.

Kingsley Park 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 Kingsley Park Primary School

Curriculum and learning at Kingsley Park Primary School is supported with the use of iPads lap tops and netbooks.

For Years Prep to Two, these are supplied by the school through the school budget. Students do not have to bring their own from home.

For Years 3 to 6, our school operates a Bring Your Own iPad Device (BYOD) program, which means students are asked bring their own charged device with them to school each day to be used during class time for a variety of learning activities. Kingsley Park has iPads available for use at school for students who do not have their own device.

Students are required to have their own device that must:

- be brought to school in a protective case
- have at least XX GB of storage
- operate on OS version XXX or later
- turn messenger or external messaging off each morning upon arrival at school

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 BYO iPad Device program are encouraged to contact the Assistant Principal.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kingsley Park, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies in ways that respect the dignity of ourselves and others and equipping students with the skills and knowledge to navigate the digital world.

At Kingsley Park, 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 e-Smart at the beginning of each year and a focus in Safety Week in October each year
- 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 at school
- 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.

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 and to ensure appropriate parent notification occurs or, where required, consent is sought.

Student use of social media is not part of Kingsley Park school learning programs.

Student work and school events are published on social media. Parent consent must be provided for their child's image or work to be utilised for promotion on our social media.

Our school has established a Prep Blog for staff to showcase student work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our classes. Parents are welcome to contact their child's classroom teacher or the Assistant Principal if they have any questions or concerns about students participating in this forum.

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.

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 Behaviour Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kingsley Park Primary School's Statement of Values and Student Wellbeing and Engagement 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), Kingsley Park Primary School will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.

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.

REVIEW CYCLE

This policy was last updated on 20th June 2021 and is scheduled for review in **June 2022.**

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Kingsley Park Primary School Acceptable Use Agreement for use of ICT and the Internet

General Parent Information

At Kingsley Park 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 Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- 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:
 - 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 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 Cyber smart.
- Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)
- Continue to uphold our e-Smart accreditation. This process helps to create a future where children can grow up in a secure and safe environment.

Acceptable Use of Computers and Internet Form - GRADES P-2

The ICT computer equipment and network at Kingsley Park Primary School are provided as digital learning tools for all students. All students have access to the Internet. Using the Internet, we are able to communicate with people anywhere in the world and retrieve large quantities of information that will help us learn. However, it is important that students use the Internet responsibly.

To ensure your child uses the Internet appropriately please discuss the following rules and responsibilities with them and sign and return this form to school.

When using the Internet or school computers/iPads:

I will treat all ICT equipment with care and respect.

I will only access information that is appropriate and suitable. If I come across inappropriate material I will tell a teacher straight away so that the site can be blocked. I will only upload work to my Sentral Portal if I have checked with a teacher first.

I will think about how I use information posted on the Internet and not just copy and paste information from websites.

If someone writes something I don't like, is inappropriate, or makes me and my friends feel uncomfortable, I will tell a teacher.

I will not send messages or use the Internet send inappropriate messages to others. I will tell a teacher if I see this happening.

Personal Safety

I will not give my personal details e.g. full name, to any person or website.

I will click on the close button or close the laptop screen if I find any information that is inappropriate. Then I will tell a teacher.

I will not give my password to anyone except a teacher or administrator or my parent.

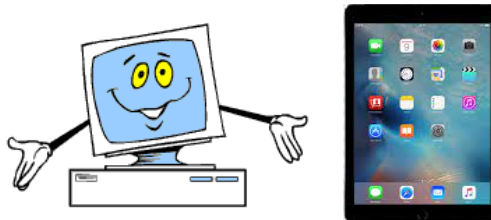
Breaking any of the rules listed above will deny me access to computer equipment and/or the Internet for a negotiated period of time.

I have read and discussed the Acceptable Use of Computers and Internet form with my child and they agree to abide by these conditions. He/she understands that if they breach these conditions he/she will not be allowed to use the computers at Kingsley Park Primary School for a negotiated period of time.

Students Name: _____

Parent signature: _____ Date: _____

At school we have discussed ways to be a safe and responsible user of digital technologies and the internet.



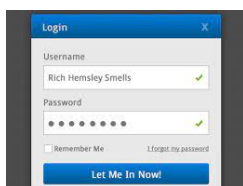
- Use a website or App as instructed by my teacher
- Speak to a teacher if I need help
- Turn off the screen if I see something I don't like and tell my teacher
- Be careful with the equipment



- Write comments that are kind
- Be kind to my friends



- Don't say mean things
- Don't share personal information
- Don't search for something that the teacher hasn't given me permission to do



- Only my teacher and parents know my passwords
- Stop to think about what I post or share online before I login



I should be safe at home and only use programs I know and the internet with an adult in the house.

Kingsley Park Primary School

Digital Technology Acceptable Use Agreement

Years 3-6

When I use digital technologies and 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 think or feel (Ask students to reflect on how they would feel.)
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.
- Doing my best to stop bullying. I don't send mean or bullying messages or pass them on to others

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

- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet 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 for my age and if I am not sure I ask a trusted adult for Help.
- Protect 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 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
- Am careful with the equipment I use

At school we/I have:

- Discussed ways to be a safe and responsible user of digital technologies and the internet.
- Presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Bring Your Own iPad (BYOI) Program devices

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

- I will keep the iPad closed in class until the teacher instructs me to use it.
- I will carry the iPad in an appropriate protective case at all times.
- I will make sure that the iPad is charged every night at home and brought to school and taken home every day.
- Parents will be informed of any inappropriate use and the privilege of the iPad will be removed for a period of time.
- Support **will be** provided for connecting the device to the school internet.

Use of all Digital Devices (personal or school provided)

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, 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
- handling ICT devices with care and notifying a teacher of any damage or required attention
- not downloading unauthorised programs, including games
- keeping the sound on mute at all times unless permission is obtained from the teacher for instructional purposes.
- 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. Attempting to gain or use another user's ID, password or personal information will result in immediate suspension of privileges.
- I will follow the rules which are displayed in every classroom.
- I will only use a device for learning purposes as instructed by the teacher.
- I understand that using the camera, video or audio during school hours is strictly prohibited, unless permission is obtained from the teacher for learning purposes.
- I must always have permission from any person that I am taking a video or picture of.
- I will not upload pictures or videos to any online social media site such as Facebook or Instagram.
- I will not upload any pictures of myself that identify my school uniform or logo.
- I will handle the device carefully and respectfully. I will keep food and drinks away from the device. I will not run with the device.
- I will not use an iPad during recess or lunch. I will make sure it is locked in the filing cabinet.
- I will return the iPad to the trolley to be charged at the end of the day (if it is a school iPad)

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

- school owned ICT devices (e.g. desktops, iPads, laptops, printers, scanners)
- student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube, vimeo)
- blogs
- forums, discussion boards and groups

- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

I will immediately tell a teacher if there is a problem with the device or if I feel I have been a victim of Cyberbullying. I will take a screenshot to keep any evidence and pass this on to teachers only.

**If I breach any part of this agreement I will have my iPad confiscated for a period of time.
The 1st breach will be a 1 week suspension,
the 2nd a month suspension and
the 3rd will result in an indefinite suspension. If the result of the breach is severe enough
consequences will go straight to the indefinite suspension.
Parents will be informed of all breaches.**

****Note:** Theft or behaviour that vilifies, defames, degrades or humiliates another person will automatically go to the highest consequence.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement of digital devices at Kingsley Park PS.

Student Name: _____

Student Signature: _____ Date: _____

Parent Information and Acknowledgement

We want digital technologies to be a significantly positive resource in your child's education and development in all spheres of learning - academically, socially and emotionally.

The internet is so useful in so many ways but there is also a dark side and it is a parent responsibility to protect children from that side. Inappropriate time in the cyber world can and does have a negative impact on a child's life, school life, our school's reputation, your family's reputation and success in all areas of a child's development. Sometimes, children are trusted and permitted to have ipads/mobile phones /smart watches in their bedrooms at night. Please be aware that this is when inappropriate online behaviours most generally occur. This carries into school and class and can become large social and emotional issues and cause a severe impact on their anxiety levels and mental health.

It is vital that every family develops a home plan for communicative devices that excludes them from children's bedrooms at night and that they are supervised by the adults in the family. That is your responsibility. Please be aware that inaction can impact on your child's wellbeing, the wellbeing of others, or even a whole school community.

If your children refuse to follow your home rules with electronic devices, you need to take control now while they are at primary school as the ground rules need to be in place before secondary school begins. Remember you are the adult in the relationship and they may not love you while you are exhibiting strong but reasonable parenting but they will thank you when they grow up. Report inappropriate use by children to school to help us get all of our students on the right track and keep them safe.

A Parent Digital Information night is held at school annually, we recommend attendance at this. All classes each year discuss cyber safety and to support this we investigate and promote resources to support you. A great resource we have come across is the Safe on Social Toolkit which covers all of today's social media apps however there is a cost. eSafety.gov.au is also another great free resource for parents.

Help support our whole community with strong consistent parenting and let our children experience a safe happy online childhood.

This **Acceptable Use Agreement** applies to all digital technologies and the internet including (although not limited to):

- School owned ICT devices (e.g. Desktops, laptops, printers, scanners)
- Mobile phones and student owned devices
- Email and instant messaging
- Internet, intranet, Sentral
- Social networking sites (e.g. Facebook), Blogs or micro-blogs (e.g. Twitter)
- Video and photo sharing websites (e.g. Youtube)
- Forums, discussion boards and groups (e.g. Google groups)
- Video conferences and web conferences, Wikis (e.g. Wikipedia), Vod and podcasts.
- Cloud storage and associated programs

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I understand that my child needs 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 Policy if my child does not behave appropriately.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____