MELTON WEST PRIMARY SCHOOL

DIGITAL TECHNOLOGIES
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Melton West Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy.*

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Melton West Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Melton West 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.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Melton West Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Melton West Primary School, we:

- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred.
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims.
- supervise and support students using digital technologies in the classroom.
- 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 promoting safe, responsible, and discerning use of digital technologies, including *Learning to Learn*, *Respectful Relationships*, and the *eSmart Schools Framework*.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology 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, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 classroom teacher, principal class, and digital technology leader in charge 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Melton West 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), Melton West 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 in June 2021 and is scheduled for review in June 2022

School Council	Consultation recommended
Date Reviewed/Approved	
Communication method	School website, Staffcom, Induction Pack
Date communicated	
Source of Requirement	Minimum Standards
Responsible for Review	Assistant Principal
Review Cycle	One Year review cycle
Next Review Due Date	June 2022
References	Victorian Government Schools Policy Advisory Guide

SUPPORT DOCUMENTS & REFERNCES

- *School Policy and Advisory Guide*
- *Student Wellbeing and Engagement Policy*
- *Bullying Prevention Policy*
- *Statement of Values and School Philosophy Policy*
- *Child Safe Standards Policy*

Melton West Primary School
ICT Acceptable Use Agreement for the Internet and Digital Technologies

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

Part A – School support for the safe and responsible use of digital technologies

Melton West Primary School uses various Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

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

At **Melton West Primary School,** we:
- have a Student Engagement and Inclusion Policy that outlines our school's values and expected student behaviour, including online behaviours.
- have programs in place to educate our students to be safe and responsible users of digital technologies (e.g., eSmart Schools Framework).
- educate out students about digital issues such as online privacy, intellectual property, and copyright.
- supervise and support students using digital technologies in the classroom.
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
  - See *Duty of Care and Supervision*
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content (we acknowledge, however, that full protection from inappropriate content cannot be guaranteed).
- use online sites and digital tools that support students' learning.
- address issues or incidents that have the potential to impact on the wellbeing of our students.
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the *Department of Education & Training* and The Children's eSafety Commission:
  - *Bullystoppers Parent Interactive Learning Modules*
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - *iParent | Office of the Children's eSafety Commissioner*
    (www.esafety.gov.au/education-resources/iparent).

If you have further queries or concerns regarding this document, the Internet, or digital technologies at Melton West Primary School, please do not hesitate to contact the Leader of Digital Pedagogies, **Mr Jayden Spudvilas-Powell**, at the school.

Part B – Student Agreement

When I use digital technology, I **communicate respectfully** by:
- always thinking and checking that what I write or post is polite and respectful.
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address, and phone number is personal information and is not to be shared online. This means I:
- protect my friends' information in the same way.
- protect my passwords and do not share them with anyone except my parents or guardians.
- 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, I **respect myself and others** by thinking about what I share online. This means I:
- stop to think about what I post or share online.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- protect my friends' 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.
- do not deliberately search for something rude or violent.
- turn off or close the screen if I see something I do not like and tell a trusted adult.
- am careful with the equipment I use.

At Melton West Primary School, we/I have:
- discussed ways to be a safe, responsible, and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible, and ethical user of digital technologies.

Please note that Melton West Primary School does not encourage students to bring mobile phones to school and requires that, if it is necessary to bring them, they are handed in to the office on arrival at school.

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 Policy if I do not behave appropriately.

Student Name _____ Year Level _____

Student Signature _____

Parent/Carer Signature _____ Date _____