

# MELTON WEST PRIMARY SCHOOL

## DIGITAL LEARNING

### (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

#### PURPOSE

To ensure that all members of our school community understand:

- (a) our commitment to providing students with digital technologies to support and enhance learning and development
- (b) the expected behaviours when using digital technologies at school
- (c) the school's commitment to promoting safe, responsible, and ethical use of digital technologies
- (d) the school's commitment to educating the community on the risks to mental health and wellbeing that users may encounter while using digital technologies at school and at home
- (e) our school's policies and procedures for responding to the misuse of digital technologies
- (f) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (g) our school prioritises the safety of students whilst they are using digital technologies.

#### SCOPE

This policy applies to all students and staff at Melton West 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](#)
- [Mobile Phone Policy](#) 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:

- Melton West 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

- **Acceptable Use Agreement** means the agreement that students and families sign to demonstrate their understanding of the school's expectations for technology use at Melton West Primary School.
- **copyright** means the legal right to reproduce, perform, display, distribute and make copies of the work of other authors.
- **digital technology** means the digital devices, tools, applications, and systems that students and teachers use for learning and teaching, including social media.
- **expected behaviours** mean the behaviours that all members of our school community are expected to demonstrate, explain, and practise, as outlined in the *Acceptable Use Agreement* and *Digital Learning Policy*
- **intellectual property** means the property of someone's mind and exclusive knowledge.
- **online spaces** mean any digital environment where two or more people interact, e.g. social media.

## POLICY

### Vision for digital technology at our school

Melton West Primary School understands the importance of using digital technologies to support and enhance learning opportunities.

Digital technologies enable our school community to interact with and create high-quality content, resources, and tools. Students benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Our school empowers students to use digital technologies responsibly to exceed their personal bests and equip them with the skills to contribute positively to society.

Digital technologies enable our school community to thrive in the twenty-first century.

### Safe and appropriate use of digital technologies

Melton West Primary School commits to safeguarding against possible risks by educating our school community about the need to use digital technologies safely, responsibly, and ethically.

At Melton West Primary School, we do this by:

- committing to using digital technologies to support and enhance learning
- addressing incidents that have impacted or have the potential to impact on users' safety, mental health, and wellbeing
- implementing programs to educate our school community in being safe, responsible, and ethical users of digital technologies
- educating our school community about existing and emerging digital issues, such as privacy, intellectual property, and copyright
- educating our school community of our *Acceptable Use Agreement* and *Student Engagement Policy* that outlines our school's expected behaviours when using digital technologies
- reviewing the privacy implications of existing and emerging digital technologies regularly
- monitoring content posted to our online spaces and removing inappropriate content promptly
- educating our school community about the risks to mental health and wellbeing that users may encounter while using digital technologies at school and at home
- providing filtered Internet services to block access to inappropriate content
- referring suspected illegal online acts to the relevant law enforcement authority for investigation
- providing regular updates in our newsletter, information sheets, website, and information sessions about the safe, responsible, and ethical use of digital technologies.

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 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

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used appropriately and appropriate parent notification occurs or, where required, consent is sought. Where student activity is visible to the public, it requires consent.

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 the 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 student engagement and behaviour policies.

Breaches of this policy by students can result in several consequences, which will depend on the severity of the breach and the context of the situation. This includes:

- re-teaching of the expected behaviours
- removing access privileges
- removing email privileges
- removing apps
- removing printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement Policy* and *Bullying Prevention Policy*.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as an annual reference in the school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	September 2022 – School Council, JSC, School Improvement Team, Staff, and Wider School Community
Approved by	Principal and School Council
Next scheduled review date	August 2024

## ANNEXURE A: ICT ACCEPTABLE USE AGREEMENT

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

Melton West Primary School understands the importance of using digital technologies to support and enhance learning opportunities.

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

Melton West Primary School uses digital technologies as teaching and learning tools. We understand that digital technologies must be used safely, responsibly, and ethically. The nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Melton West Primary School, we do this by:

- committing to using digital technologies to support and enhance learning.
- addressing any incidents that have the potential to impact on users' safety, mental health, and wellbeing
- implementing programs to educate our school community in being safe, responsible, and ethical users of digital technologies
- educating our school community about existing and emerging digital issues, such as privacy, intellectual property, and copyright
- educating our school community of our *Acceptable Use Agreement*, *Mobile Phone Policy* and *Student Engagement Policy* that outlines our school's values and expected behaviours when using digital technologies
- reviewing the safety and privacy implications of existing and emerging digital technologies regularly
- monitoring content posted to our online learning spaces and removing inappropriate content promptly
- educating our school community about the risks to mental health and wellbeing that users may encounter while using digital technologies at school and at home
- providing filtered Internet services to block access to inappropriate content.

Any queries or concerns regarding this document or the use of digital technologies at Melton West Primary School should be addressed to the school's leadership team, including the Principal and the Leader of Digital Technologies.

## Part B – Student Agreement

When I use digital technologies, I communicate **respectfully** by:

- listening to others
- following instructions
- working cooperatively
- using kind and polite language when speaking with others
- naming the creator of any information that I copy.

When I use digital technologies, I **protect personal information** by:

- keeping my full name, photo, birthday, address, school name, and phone number to myself
- keeping any information that I know about my peers and friends to myself
- keeping my passwords to myself and my parents/guardians
- being careful with the information I post to online spaces
- only joining online spaces with my parents'/guardians' or teachers' permission
- seeking support from trusted adults when something makes me feel hurt or upset
- seeking support from trusted adults when something does not seem right
- seeking support from trusted adults when someone else needs help.

At Melton West Primary School, I have:

- discussed ways to be a safe, responsible, and ethical user of digital technologies in class
- presented my ideas around the ways that I can be a smart, safe, responsible, and ethical user of digital technologies in class.

At Melton West Primary School, I am aware that **mobile phones must not be used during school hours**, including lunchtime and recess, unless an exception has been granted. I am aware that personal mobile devices must be switched off and handed into the office in the morning and collected at the end of the day.

**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 consequences for my actions if I behave inappropriately while using digital technologies.**

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_

**Year:** 20\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_