# DIGITAL LEARNING IN SCHOOLS POLICY
## (Formerly – Internet Usage Policy; eLearning Policy; Cybersafety Policy; Social Media Policy)

| Policy Implementation Date: | Review Date: | Responsible for Review: |
|---|---|---|
| 18/7/2022 | 30/6/2024 | Policy Subcommittee |

## Purpose
To ensure that all students and members of the Ballan Primary 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

To support the school in implementing the ICT and digital technologies component of the curriculum in a safe, balanced and appropriate way, that supports and enables learning.

## Scope
This policy applies to all students at this 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.

## Digital learning
Any type of learning that is facilitated by technology and any instructional practice that is effectively using technology to strengthen and/or transform the learning experience.

## ICT/digital technologies
The 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 technology at our school

This school understands that the 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.

The school believes that the use of digital technologies 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 safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.


## Safe and appropriate use of digital technologies

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

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.
- 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 (please refer to Annexure A)
- 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 and signed an 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.


## 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 Engagement & Wellbeing Policy* and the *Bullying Prevention* policy.

When a student acts at school 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), the 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 & Engagement* and the *Bullying Prevention & Response* policies.

## FURTHER INFORMATION AND RESOURCES
Parent /Guardian Self-evaluation

How Cyber smart are you?

| | Frequently | Sometimes | Not really |
|---|---|---|---|
| I monitor and supervise my child's computer use. | | | |
| I am familiar and confident with computers. | | | |
| I set clear rules and guidelines for my child to use computers. | | | |
| I talk to my child about computer use and potential dangers and pitfalls. | | | |
| I know how to manage the parental settings in browsers and on computers. | | | |
| I keep informed about online and cyber safety issues. | | | |
| I talk to my kids about computer and internet use. I know what they are doing on computers and online. | | | |
| I know about the government's Cyber smart & Staysmartonline websites. | | | |
| I expect my kids to use computers and internet in an area where I can see what they are doing. | | | |
| I have told my child never to respond to messages or emails from people they do not know | | | |
| I have told my child not to give any personal details, such as phone numbers, address, and passwords online. | | | |
| I have told my children what they should do if they see language, pictures or other inappropriate things online. | | | |
| I have my own Facebook and other accounts so I can monitor my child's online activities. | | | |

Most ticks in:
**'Frequently'**: Congratulations! You are definitely in the online loop.
**'Sometimes':** Good effort! It's not easy to keep up with things, but you are getting there.
**'Not really':** Tonight, is your first step towards becoming more aware of some of the risks and better managing your child's computer use.
For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parent line 132289

ICT Online Planning Tool

The online ICT Planning Tool has been created to help schools simplify the planning process.

The Principal/Assistant Principal and school service technicians have default access to the tool. Access for other staff members can be delegated as required.

The tool has clearly defined focus areas to assist schools to:

- · develop their ICT Vision
- · identify current infrastructure, hardware and fleet usage and areas for improvement
- · identify current ICT and target practices aligned with learning and teaching goals
- · develop a plan of action, including a Gantt chart, that will lead to the achievement of their identified goals
- · develop a plan for infrastructure and device management
- · plan their school ICT budget expenditure over a four-year period

To access the online planning tool, refer to: ICT Planning Tool (login required).

Please refer to the Resources Tab at the website above for further resources to support the school's implementation of digital technologies.

## 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 in our staff handbook/manual
- Included in transition and enrolment packs
- Made available in hard cope upon request

## POLICY REVIEW AND APPROVAL

| Policy last reviewed | 18/7/2022 |
|---|---|
| Approved by | Principal on the 18/7/2022 |
| Next scheduled review date | June 2024 |

# ANNEXURE A: ACCEPTABLE USE AGREEMENT

# Acceptable Use Agreement for Digital Technologies

I agree to use the ICT equipment and Internet at our school in a responsible manner for purposes stated by my teacher.
I will follow the rules for use of ICT equipment including:

- Students have their own numbered computer and are responsible to look after it and use it carefully and responsibly. Teachers will keep a record of students and laptop/i-pad numbers if a different computer is used.
- Take care when transporting laptops - hold with 2 hands and lid closed.
- Stop using laptops when asked and listen to your teacher - place screen on a 45° angle so that you can't see it and can pay attention to your teacher
- No changing settings, screens, or putting items on the home screen of laptops
- Alert teachers immediately if there is any damage, changes or issues with the equipment.

I will follow the rules for acceptable Internet use including:
- Only work on the web for purposes specified by my teacher
- If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- Be respectful in how I talk to and work with others online and never write or participate in online bullying or share inappropriate material.
- Use the technology at school for learning and not interfere with the work or data of another student

Not bring or download unauthorised programs, including games, to the school or run them on school computers
- Not go looking for rude or offensive sites

Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- Talk to my teacher or another adult if:
  - o I need help online
  - o I am not sure what I should be doing on the Internet
  - o I come across sites which are not suitable for our school
  - o Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - o I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may lose my right to access the Internet at school and I will be banned from using equipment for a period of time specified by my teacher, if I do not act responsibly and adhere to these rules.

Student Name …………………………………………………….
Signature …………………………………………………………………
Teacher Signature …………………………………………………..
 Date …………………………………………………………………………

*eSmart documents*
*Child Safety Standards ministerial order 870*

See links below for template Acceptable Use Agreements on the Department's website:
- [Further information - Consent, Acceptable Use Agreements and Online Services](#)

**Date Effective From:** August 2022
**Revision Due:** July 2025

Ballan Primary School
Social Media Policy 2022

| Ballan Primary School Social Media Policy | | |
|---|---|---|
| Policy Implementation Date: 30/5/2022 | Review Date: 30/5/2024 | Responsible for Review: Policy Subcommittee |

## Purpose

Ballan Primary School values open and timely communication within our school community. We recognise the short and long-term benefits that engaging with our stakeholders via social media will bring to our school and events. Social media has become an important part of communication strategies.

The purpose of this policy is to:
- Inform and guide the way Ballan Primary School (BPS), its staff and the school community interact with social media.
- Protect the school's students, staff, assets and reputation through clear protocols for use of social media in a professional capacity.

## Scope

This policy applies to use of social media by Ballan Primary School Community for school purposes. This includes staff, parents, students and community members.

## Definitions

**Authorised Account User:**  a person who has been authorised by the Principal to use BPS social media.

**Authorised Social Media Accounts:** BPS social media accounts whose creation has been authorised by the Principal

**Social Media:** are communication tools used to store, share, or discuss information online. Social media include but are not limited to:
- Social networking sites (eg Facebook, LinkedIn,  Google+)
- Video and photo sharing websites (eg Flickr, Youtube, Instagram)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (eg Twitter, Tumblr)
- Podcasting and audio casting
- Video conferences and web conferences

The social media platforms identified as part of Ballan Primary School's communication strategy will include Facebook, Instagram and email newsletters.

## Compliance requirements

Ballan Primary School will comply with:
- The *Public Administration Act 2004* (Vic) and the Code of Conduct for Victorian Public Service Employees made under that Act
- Part 2.4 of the *Education Training and Reform Act 2006* and any relevant Ministerial Order made under that Act which applies to the teaching service
- *Information Privacy Act 2000* (Vic)
- The Department of Education and Training's Acceptable Use Policy for ICT Systems.

## Policy Points

This policy provides guidelines for:
- Preventing unauthorised creation and usage of social media accounts
- Authorised creation of social media accounts
- Ensuring the security of authorised social media accounts
- Appropriate conduct when using social media accounts where reference is made to BPS
- Ensuring all communication through social media with stakeholders and the media is consistent, well-informed, timely and accurate
- Ensuring comments to stakeholders, the media and other external sources are made through authorised representatives of the school
- Ensuring that consent to use of children's images on social media is obtained from parents/guardians
- Standards of conduct using personal social media to the extent it affects BPS

## Creation of social media accounts

Creation of a social media account for an educational or communication purpose requires the written consent of the Principal or delegate.

## Authorised use of social media

Authorised Account Users of BPS Social Media must adhere to the content of this policy and its intent.

## Security of Authorised Accounts

Authorised Account Users acknowledge that:
- All Authorised Social Media Accounts, user names, passwords, connections, and posts made whilst engaged in social media on behalf of BPS both during and after office hours belong to BPS
- They will provide the username and passwords to any Authorised Social Media Accounts to the Business Manager
- They will not change the Username and Passwords of any Authorised Accounts without permission from the Business Manager
- They will not disclose or cause to be disclosed the Username and Password for any Authorised Account to anyone other than the Principal and the Business Manager

## Standards of conduct – appropriate and inappropriate use

Authorised Account Users **must:**

- Use BPS Social Media  for the sole purpose of benefiting Ballan Primary School
- Ensure that posts reflect the values and support the vision and purpose of the school
- Behave respectfully online
- Protect the privacy of students by maintaining the confidentiality of personal information and health records.  For example, photographs of students used in BPS Social Media will have appropriate parent permission as per enrolment procedure.
- Comply with the terms and conditions of use of the relevant social media platform

Authorised Account Users **must not**

- Publish any personal images or use language that could  damage the reputation of the school
- Publish material that is threatening, obscene, sexually explicit, derogatory, defamatory, harassing, discriminatory, or hateful to another person or entity, including BPS, its employees, stakeholders and/or other business related individuals or organisations
- Publish any content that could be deemed to be illegal
- Publish any unauthorised images of students in line with the school's *Parent/Guardian Recording Authorisation* record
- Make any disparaging or negative comments about BPS or any of its employees, officers or stakeholders
- Use social media platforms to sell or promote any product not directly benefiting the school
- Make any announcements on behalf of BPS unless specifically authorised to do so
- Comment on topics that are not within the user's area of responsibility

Authorised employees using social media in an official capacity are given autonomy to represent the school's views in an ongoing conversation with the public, parents and students. However, there are occasions when content must be reviewed by the Principal. This includes, but is not limited to:

- Content that is politically sensitive
- Content that directly relates to teaching and learning
- Content that is associated with a project or activity deemed to be high-risk
- A response to an individual or group that is deemed to be high-risk
- Content that directly quotes another staff member (eg a response attributed to the Principal).

When interacting with BPS Social Media, members of the school community are expected to behave respectfully in accordance with the school's values.  One important aspect of this is that complaints are to be directed through appropriate channels (refer Parent Communication Policy), **not** via social media.

## Standards of communication via social media

Authorised Account Users **<u>must:</u>**

- Use correct grammar and spelling as far as practical
- Ensure that posts are accurate and not misleading.

## Intellectual property

Authorised Account Users must ensure that they do not breach any laws by:

- Using Ballan Primary School's name,  logos and trademarks, or other such intellectual property without permission
- Using materials that are subject to Copyright or passing them off as the user's own original work.

## Consent to use of social media

Parent/ guardian consent is required to upload information, images and videos of students. This consent is sought upon student enrolment. This is very important as a failure to obtain this consent may amount to a breach of privacy.

## Standards of conduct using personal social media

Employees using social media in a personal capacity must take due care to ensure that any comments, opinions, photographs or contributions made online are their own, as private citizens, and cannot be interpreted as an official statement or position of Ballan Primary School. *(refer to Education and Training Reform Act 2006 Ministerial Order 2009 Order 199)*

## Communication and reporting

Information published via social media is a public record and a corporate record for record-keeping purposes.

## Breaches

Any breach of this Policy may result in disciplinary or legal action. In addition, Victorian and Commonwealth legislation creates criminal offences for the misuse of social media (refer http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedi alegal.aspx )

## Related School Policies

- Privacy

## Complaints

Refer Parent Communication Policy.

## References:

http://www.education.vic.gov.au/school/principals/spag/governance/Pages/social media.aspx

"Using Social Media: Guide for DET Employees"
http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedi a.aspx