



'Quality Education in a Friendly, Caring and Supportive Environment'

Digital Learning Policy

(Including 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 [including our 1-to-1 device program
- (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

SCOPE

This policy applies to all students and staff at Bridgewater 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:

- Bridgewater 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.

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.

Bridgewater 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.

Devices at Bridgewater Primary School

Classes at Bridgewater Primary School may be delivered with the use of iPads/tablets/notebook computers. Students must ensure that they put their device on charge at the end of each day so that it is ready 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 Bridgewater Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Bridgewater 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 [insert details of specific programs]
- 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 and Wellbeing 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
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 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 Bridgewater 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), Bridgewater 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 network access privileges
- removal of Teams 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

- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Made available in hard copy upon request from the office

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2021
Approved by	Principal and School Council
Next scheduled review date	July 2023 (minimum review cycle for this policy is 1 to 2 years]

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Student:

I understand that the Internet can connect me to useful information.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not use my laptop/iPad for social media at school or at home during periods of remote learning.
- 3) I will not look for anything that is illegal, dangerous or offensive.
- 4) If I come across something that is illegal, dangerous or offensive, I will:
 - a) clear any offensive pictures or information from my screen; and
 - b) immediately inform my teacher, in a confidential manner.
- 5) I will keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses or images.
- 6) I will not use the internet to annoy or offend anyone else. e.g. sending threatening, bullying or harassing content to another person.
- 7) I will not disable settings for virus protection, spam and filtering that have been applied by Bridgewater Primary School.
- 8) I will ensure that communication through internet and online communication services is related to learning.
- 9) I will keep passwords confidential.
- 10) I will never allow others to use my personal accounts. e.g. Mathletics, Essential Assessment, email.
- 11) I will log off at the end of each session to ensure that nobody else can use my account.
- 12) I will promptly tell a supervising teacher if I suspect myself or others have received a computer virus or spam (i.e. unsolicited email) or if I receive a message that is inappropriate or makes me, or others, feel uncomfortable.
- 13) I will not download software, graphics or music/movie files.
- 14) I will only use the school provided email for school use – this is not a personal email account.
- 15) I will never publish or disclose the email address of a teacher or student without that person's explicit permission.
- 16) I will never deliberately plagiarise (directly copy) information or content and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

- 17) I will not bring downloaded programs including games and music, to the school or run them on school computers.
- 18) I will always secure my laptop/iPad in its case if I have to take it home for remote learning and make sure it is closed before travelling to and from school.
- 19) I will always shutdown my laptop/iPad at the end of each school day to enable important updates to install.
- 20) I will always reboot my laptop/iPad when I enter the classroom at 9:00 am as part of my morning routine.
- 21) I will charge my laptop/iPad every night before I go home in order to have a fully charged laptop/iPad for every school day.
- 22) I will sit in spots where my laptop/iPad screen is clearly visible to supervising teachers. eg. not sitting under a desk or against a wall.
- 23) When carrying my laptop/iPad, I will always have the screen closed and use two hands.
- 24) I will never leave my laptop/iPad on the floor or on chairs (including other classroom furniture such as couches, ottomans, cubes and beanbags).
- 25) I will use Chrome and Edge as my internet browsers and will not install any additional browsers.
- 26) I will not remove or draw on the name stickers on my laptop/iPad.
- 27) I will always use technology in a manner that reflects our school's values.
- 28) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my internet or computer access for some time.

Please read, sign and return by (insert date)

Signed (Student) **Date**

Signed (Parent) **Date**