

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) 2023 -2025



Help for non-English speakers

If you need help to understand the information in this policy please contact Mill Park Heights Primary School

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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 1:1 Netbook program for Year 3 – 6 students. (b) expected student behaviour when using digital technologies including the internet and digital devices (including computers, laptops, iPads) (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, staff and visitors at Mill Park Heights 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:

- Mill Park Heights Primary School 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 being any networks, systems, software or hardware including electronic devices (smart watches, phones, iPads, PC's, interactive whiteboards, netbooks) 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

The internet, combined with the school's 1:1 Netbook program, school-owned laptops, computers, interactive whiteboards, and iPads, offers potential benefits for teaching and learning. It offers opportunities for students and teachers to contribute to the world community on the web and access technology to enhance the achievement of learning outcomes.

*At Mill Park Heights Primary School, we uphold our school values of
Respect, Responsibility, Care & Compassion, Honesty & Trust, Personal Best and Team Work*

Students and teachers can:

- explore the world online
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- create and publish high quality products and effectively share them with others
- visit museums and libraries around the world

1:1 Netbook program (Years 3 to 6)

Learning at Mill Park Heights Primary School is supported with the use of Netbooks. Students will engage with learning activities using school owned or netbooks at different times.

Our school operates a 1:1 Netbook program, which means students who opt into the purchasing through our school portal will bring the device with them to school each day, fully charged and in a case.

Mill Park Heights Primary School has a number of school owned devices for students who do not opt into the 1:1 Netbook program to share during school hours.

Specific requirements for the 1:1 Netbook program are outlined in Appendix A

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mill Park Heights 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 Mill Park Heights 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 utilising resources such as <http://www.esafety.gov.au> and <http://aifs.gov.au/cfca/publications/online-safety>
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- have a 'Student Acceptable Use Agreement' outlining the expectations of students when using digital technology at school (see Appendix B)
 - actively educate and remind students of our 'Student Acceptable Use Agreement' that outlines our School's values and expected student behaviour, including online behaviours
- 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 to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation - Provider: Netspace
- support parents/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 via Compass Communications.

Distribution of devices to students and personal student use of digital technologies at school or home 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 their class teacher or I.C.T department for support.

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 Example 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), Mill Park Heights 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 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.

References

Australian Government: <http://www.esafety.gov.au>

DET Digital Learning in School

<https://www2.education.vic.gov.au/pal/digital-learning/policy>

DET Cybersafety and Responsible Use of Digital Technologies

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

DET Digital Learning

<https://www.education.vic.gov.au/school/teachers/teaching-resources/digital/Pages/default.aspx>

Australian Government Cybersmart:

<https://www.esafety.gov.au/educators/classroom-resources/cybersmart-challenge>

DET Clickview: <https://fuse.education.vic.gov.au/pages/clickview>

DET Census of Computers in Schools:

<https://www2.education.vic.gov.au/pal/census-computers/policy>

POLICY REVIEW AND APPROVAL

Policy last reviewed	14/2/2021
Consulted and Reviewed	17/7/2023
Approved by	Chris Beare - Principal and School Council
Next scheduled review date	17/7/2025