

Oatlands Primary School

DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



HELP FOR NON ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Oatlands Primary School on 03 9705 6055 or oatlands.ps@education.vic.gov.au.

PURPOSE

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our P-3 use of devices in classrooms and our 4-6 1:1 Bring Your Chromebook Device Program.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including, but not limited to computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Oatlands Primary School.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cyber Safety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).
- Oatlands Acceptable Use Agreement

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Oatlands 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.

Oatlands 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.

We support the rights of all members of the school community to be provided with a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

Safe and appropriate use of digital technologies at Oatlands Primary School, including Personal Devices (BYOC):

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Oatlands Primary School, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Oatlands Primary School, we ensure that digital learning is conducted in a safe and responsible manner by staff and students and the use of online environments for educational purposes, are appropriate and balanced.

Oatlands Primary School also has a responsibility to educate young people about responsible online behaviour.

To manage risk and support the safe and responsible use of digital technologies, the following areas need to be considered when planning for digital learning:

- Oatlands Primary School will develop and maintain rigorous and effective Cyber Safety practices which aim to maximise the benefits of the Internet and school and student owned digital technologies equipment.
- Student learning with digital technologies is an effective operation of the school, while minimising and managing any risks.
- These Cyber Safety practices aim to address the needs of students and other members of the school community when receiving education about the safe and responsible use of present and developing digital technologies.
- The Learning Technologies Coordinator will develop and implement appropriate management procedures, practices, electronic systems, and educational programs across the school.
- The Oatlands Primary School Learning Technologies Coordinator will review the School's annual implementation of Digital Technologies curriculum and policies, to be up to date with the most relevant information.
- No individual may use the school Internet facilities and school-owned/leased Digital Technologies equipment in any circumstances unless the appropriate user agreement has been signed and returned to the school.
- User agreements also apply to the use of privately-owned/leased ICT equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
- Students and families will read, sign and adhere to the school's annual *Acceptable Use Agreement*, *Google Apps Form* and the *Digital Media Disclosure Notice (this is an opt-out document)*. All other digital policies can be accessed on the school's website for further clarification.

Oatlands Primary School operates a Bring Your Own Chromebook (BYOC) Program. Grade 4-6 classes at our school are delivered with the use of chromebook devices.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Oatlands Primary School has made special arrangements with Learning With Technologies (LWT) who offer lease or purchase options of devices for our students.

STUDENTS ARE RESPONSIBLE FOR:

Students in Grade Prep-3 utilise chromebooks provided by Oatlands. These are only to be used at school and are the property of Oatlands.

Grades 4-6 students are invited to bring their own chromebook device (BYOC Program) to school each day, to be used during class time, for different learning activities.

When using our school owned devices or bringing their own device to school, students should ensure that it the following responsibilities are followed:

DIGITAL ETIQUETTE USER RESPONSIBILITIES:

1. Use my device in an appropriate, educational and responsible manner that works in accordance with Oatlands Primary School's *Acceptable Use Agreement*.
2. Have a school agreed device - chromebook.
3. Use appropriate media as a screensaver or background image.
4. Inform a teacher if students are using the camera or audio recording functions without permission.
5. Only install age-appropriate games.
6. Not have any social media applications installed on the device. Oatlands Primary School defines social media as any means of digital communication that enables to create and share content or to participate in social networking – in and outside school. This includes, but is not exclusive to Instagram, Facebook, Instagram, Youtube, TikTok, Snapchat etc.
7. Never use/sign in to a home account at school.

DIGITAL COMMUNICATION:

1. Immediately inform a teacher if myself or another student receives an email or other electronic message containing inappropriate content or abusive language, or if the subject matter appears questionable.
2. Not publish or post photographs, video or audio content to any online network, unless instructed to do so by a teacher.
3. Use appropriate language when speaking online; being aware that whatever you say online adds to a personal digital footprint.
4. Having a list of trusted adults that I can communicate any concerns with; people whom I feel comfortable in asking questions to or gaining advice from if I feel confused, upset, scared, worried or unsafe online.

DIGITAL ACCESS AND USE:

1. Adhere to the *Acceptable Use Agreement and this policy*
2. Report any accidental damage to your own or another student's device immediately to a teacher.
3. Follow all teacher directions regarding the device, including when and where to use the device.
4. Follow teacher instructions at all times, for educational purposes only.
5. Ask for a teachers' permission before posting any work, comments or photos on the school Google Platform (Google Workspace Apps).
6. Not post or upload any images of other students onto social media sites or messenger apps (without permission) - this includes at home.
7. Not using social media apps that are not age appropriate.
8. Not using my school Oatlands Gmail/other Google apps to have private conversations that are not related to school work (i.e. using Google Gmail to have private email conversations about out of school events).
9. Not sharing Google Apps documents with others, unless directed to by a teacher.
10. Ensure that Google Classroom is only used as a learning platform, where I only make comments if asked to by a teacher. I do not comment at any other times.
11. Provide your device to your teacher upon request. Remember, your device is just like a workbook.

12. Have my device at school every day, fully charged.
13. Carry the device in a safe manner with an appropriate protective case at all times
14. Not loan my device to another student or leave it in a place where it can be easily stolen or damaged.
15. Have headphones compatible with my device at school every day.
16. Not disassemble any parts of my device.

TEACHERS/OATLANDS STAFF ARE RESPONSIBLE FOR:

1. Setting expectations for use and access to the internet and digital technologies.
2. Modelling and participating in positive online experiences.
3. Demonstrating appropriate netiquette and online behaviours.
4. Developing a shared language and understanding of smart and safe online behaviours.
5. Working with students to develop a sense of responsibility for their learning with digital technologies.
6. Using the internet and digital technologies to positively enhance learning experiences at Oatlands Primary School, as well as reduce the risk of misuse.

PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

1. Are aware of and have read Oatlands Primary School's digital policies and notices; *Mobile Phone Policy, Personal Property Policy, Digital Media Disclosure Notice, the Digital Learning Policy and the Acceptable Use Agreement*
2. Setting clear expectations for use of and access to digital technologies and online experiences in their home and within public spaces.
3. Engaging in ongoing conversations about Cyber Safety, netiquette and digital footprints to reduce the risk of misuse and cyber bullying incidents.
4. Developing a shared language of cyber safety and digital technologies.
5. Modelling, sharing and exploring the positive potential of the internet and digital technologies.
6. Balancing screen time with other activities.
7. Encouraging children to be in the same room as an adult when using their device, to promote safer use.
8. Using strong privacy settings and passwords; these should be updated regularly.
9. Ensuring safe and moderated internet browsing, through appropriate filters and safe search options.
10. Understanding terms and conditions and age restrictions before giving permission for your child to sign up to any online game or platform.
11. Ensuring you have a secured digital device, with age-appropriate software and safety settings.
12. Protecting privacy rights and those of others by not giving out personal details including full names, telephone numbers, addresses and images.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our Oatlands Chromebook and BYOC Program are encouraged to contact our school Technology Leader on 9705 6055.

CYBER SAFETY AT OATLANDS

Oatlands Primary School recognises cyber safety and responsible online behaviour as essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

At Oatlands we:

- 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.
- 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

The school's Cyber Safety Practices are to be based on information contained from the following resources:

The eSafety Commissioner:

<https://www.esafety.gov.au/>

The office provides a range of up-to-date information and resources, coupled with a complaints system to assist children who experience serious cyberbullying and image-based abuse

Cyber Safety Project:

<https://www.cybersafetyproject.com.au/>

Supports student learning with curriculum based resources. Families are encouraged to use this site to enhance our overall community approach to Cyber Safety.

Bully Stoppers:

<https://www.vic.gov.au/bully-stoppers>

Supports students, parents, teachers and principals in working together to make sure schools are safe and supportive places

eSmart:

<https://www.esmart.org.au/esmart-schools/>

Assists schools to develop a culture that promotes the safe, smart and responsible use of technology

- 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 relevant Oatlands Staff 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.
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including The Cyber Safety Project's Program.
- Use The Cyber Safety Project's Curriculum in the classroom for specific purpose with targeted educational or developmental aims.
- Educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online.
- have an *Acceptable Use Agreement* outlining the expectations of students when 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 student.
- The safety of children is paramount.
- Any apparent breach of Cyber Safety will be taken seriously.
- In serious incidents, advice will be sought from an appropriate source.
- If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.
- Respond to all online incidences responsibly and appropriately, where help seeking from other parties may be required (i.e eSafety Commissioner, the local police)

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 - refer to Oatlands Primary School's *Digital Media Disclosure Notice* and *Photographing, Filming and Recording Students Policy*.

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 Oatlands 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), Oatlands 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.

Consequences will be discussed with students, staff and families, where a fair and appropriate action will be taken.

All situations and consequences will be documented as a Compass Chronicle entry.

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
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter (beginning of the school year)
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

APPROVAL

Policy last reviewed	20/11/23
Consultation	Consultation with parent groups and school council on 20/11/23
Approved by	Principal
Next scheduled review date	20/11/25