

OBERON PRIMARY SCHOOL

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school Principal.

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 personal device program in selected year levels within the 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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Oberon 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:

- Oberon 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.

Oberon 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Oberon 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 Oberon 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
- 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* 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 the digital learning teacher or 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 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 Oberon 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), Oberon 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.

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
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	30/05/2022
Consultation	
Approved by	Principal – Stuart McCoombe
Next scheduled review date	May 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Parent/Guardian Agreement

Advice for Parents

Please keep this as a resource to use at home in a family environment.

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm or hurt those involved.

At home we recommend you:

- Make some time to sit with your child to find out how they are using the Internet.
- Ask your child to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc.
- Use parental control apps on your phone or devices to monitor or limit screen time for your child e.g. Norton Family, Parental Control App.
- Always get your child to set their profile to 'Private' if they use social networking sites
- See if your child in control of who can contact them and access their information?
- See who your child plays online games with or against and who they are contacting
- Have the computer with internet access set up in a shared place in the house - not your child's bedroom
- Negotiate appropriate times for your child's online activities and use of devices.
- Ask questions when your child shows you what they are doing: How does it work, how do you set it up, can you block people, are the settings private?
- Find out who your child knows online and do they know each other in the real world?
- Minimise any risks or dangers in your child's online activity - what would you say to warn/inform a younger child who was going to start to using a site or application?
- Ask your child what they are doing to protect themselves or their friends from potential dangers?
- Ask your child when they would inform an adult about an online incident or something they've see or heard that is inappropriate.
- Find out if certain sites have a recommended age or sign in agreement? E.g. 13 and over.



Parent/Guardian Agreement

I have read the Oberon Primary School ICT Acceptable Use Guidelines document.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment/software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Guidelines - WILL result in my child forfeiting their privilege to be part of the Oberon Primary School Electronic Network.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date:

Acceptable Use Agreement

Oberon Primary School Digital Technology Acceptable User Agreement: Prep – 4

If you use the Oberon Primary School computers or devices then you must agree to these rules:

- I will ask the teacher first before using the school computers or iPad.
- I will not give my private passwords or user names out to other students.
- I will only use my user name and password when signing into an account.
- I will tell the teacher if I think someone else is using my sign in account.
- I will tell the teacher if I see anything that makes me feel uncomfortable on a computer or device.
- I will only use the internet if I have asked the teacher or been given permission.
- I will not give out my personal information without checking with the teacher first.
- When I am using a desktop or device, the screen will be in clear view for my teacher.
- I will treat computer equipment and any device with total care and safety.
- Food and drink are not allowed when using a computer or device.
- I will not change the settings on any device, unless I have been asked to.
- I will not use the school computers to be mean, rude or unkind about other people.
- I will not use a device during wet weather timetable unless my teacher gives me special permission.

- I can only take a device out of the classroom if I have checked with my teacher first.

I understand that:

- If I use a computer, a device, the internet or an account in a way that I shouldn't, I might be banned, and my parents notified.

Name Signed

Oberon Primary School Digital Technology Acceptable User Agreement: Grades 5 and 6

If you use the Oberon Primary School computers or the online services of the Department of Education and Training (DET) you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers and devices.
- I will not let anybody else know my private passwords.
- I will not let others use my online account unless it is with the teacher's permission.
- I will not access other people's online or school network accounts.
- I know that I am responsible for anything that happens when my online or network account is used.
- I will tell my teacher if I think someone is using my sign in account.
- I know that the school and DET may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite and carefully written.
- I will use material from Internet sites or other sources only if I have permission to do so.

- If I use material in my work that I have found on the Internet, I will note/mention where it comes from.
- If I see any information on the computer or device that makes me feel uncomfortable, I will tell my teacher immediately.
- I will not reveal personal information about myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or networks of the school, DET or any other organisation.
- I will take care when using a computer or device and will not change any settings without teacher permission.
- I will only download or upload material to the school network and the Internet with permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses.
- I will not try and access social networking or online gaming sites at school without teacher permission.
- I will treat computer equipment and any device with total care and safety.
- Food and drink are not allowed when using a computer or device.
- When I am using a desktop or device, the screen will be in clear view for my teacher.
- I will not use the school computers to be mean, rude or unkind about other people.
- I will not use a device during wet weather timetable unless my teacher gives me special permission.
- I can only take a device out of the classroom if I have checked with my teacher first.

I understand that:

- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in DET and Oberon Primary School's policy, resulting in parents being notified; and
- I may be held legally responsible and police may be contacted for offences committed using online services and the DET network;

Name Signed