

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

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.
- (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 Moomba Park PS.

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 also follow our school's Acceptable Use Policy.]

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

- Moomba Park PS'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.

Moomba Park PS 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 Moomba Park PS, 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 Moomba Park PS, 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 E-Smart scope and sequence.
- 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 ICT 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 Principal or School Tech Support 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.

Our school has established the use of Seesaw for students to showcase their artwork, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our art classes. Parents are welcome to contact Cloe Milonopoulos if they have any questions or concerns about students participating in this forum.

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 Moomba Park PS'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), Moomba Park PS 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 [or on the Xuno online parent/carer/student communication platform]
- 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
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

| | |
|----------------------------|---|
| Policy last reviewed | November 2022 |
| Consultation | Ongoing consultation via School Website |
| Approved by | Principal and School Council |
| Next scheduled review date | 2024 |

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ICT Acceptable Use Agreement

ICT SAFE USE POLICY: ACCEPTABLE USE AGREEMENT

11 February 2022

Dear Parents / Guardians,

All classes at Moomba Park Primary School have access to the Internet via our laptops and iPads programs. The Internet is used as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. To meet Department of Education needs, and to ensure that both parents and students are aware of and agree to abide by a set of protocol for its use, your child has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At **Moomba Park Primary School**, we:

- teach online safety lessons through the esmart program, such as not giving out private information and respectful discussion online
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- students are given access to Google Drive and Office365 accounts for programs including Google Classroom and Google Docs. If you would prefer to opt your child out of this Department of Education program, please contact Ms Marchionna
- provide supervision and direction in Internet activities
- teach the students critical reading and research skills so that copy and paste isn't an acceptable way to answer questions
- reinforce the importance of safe and respectful use of the Internet in all curriculum areas
- Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Supervise and support students using digital technologies for school-directed learning
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following



Keep this

resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [eSafetyParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

Please read through and discuss the guidelines with each of your children. All parents need to sign the parent declaration and students also need to sign the **Safe Internet Use Policy**. All students in the school must return the signed declaration. **Unless it is completed, a student will be unable to have further access to the Internet at school.**

Thank you for your support in this matter.

Ms Marchionna

Principal

Subscriptions we use at Moomba Park Primary School:

Students can use their email address at home and at school to use these programs:

Google Classroom – used by teachers to share links and assignments

Google Docs, Sheets, Drive – collaborative work

Filtered YouTube (age appropriate filters enabled) – educational videos

ClickView – teacher filtered and produced videos based on the Australian Curriculum

Office365, as well as the option of downloading Microsoft Office at home on other devices – Word, Excel, PowerPoint, Publisher and other Office programs

Minecraft Education Edition – lessons on programming, chemistry, science and creativity

Webex – for school staff to run video meetings with parents and/or students

The school also subscribes to:

Xuno – Class rolls, student assessment and attendance data and family communication

Mathletics – maths tasks set by class teachers

Sunshine Online – shared reading of texts online

Seesaw – sharing student learning with families

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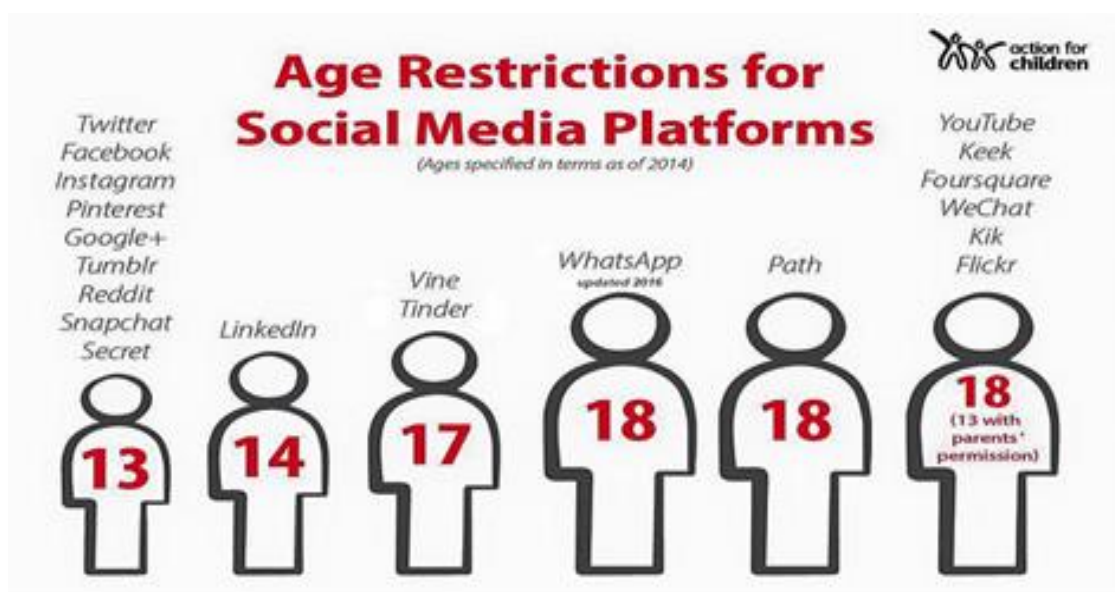
Online Safety Information and Support for Parents

Social Media

As the majority of the Apps and games (for example Discord) being used are designed for children over the age of 13 years old, this excludes all primary aged students. The reason for these age restrictions is that children under the age of 12 are still developing skills to manage friendships and problem solve with their peers and may have access to content that is not suitable for children.

We also understand that many parents have permitted the use of social media at home as a way for their children to be connected with their friends. However, if you allow your children to access these Apps or games, then it is your responsibility to monitor their use regularly. Many of the games or Apps have private chat functions which also need to be monitored.

Social media will be a part of their life, it will be how they connect to others, but at this stage of their lives they need guidance and monitoring when using these devices from adults.



The Australian Multicultural Foundation has launched a web app called CyberParent <http://amf.net.au/cyberparent/> which encourages safe and healthy internet use in Australian homes.

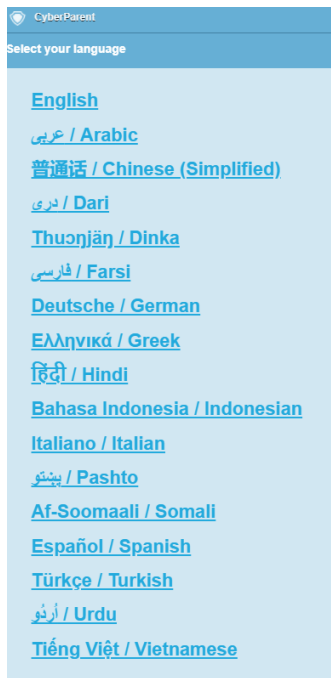
Created with development partner Liberate eLearning, CyberParent equips parents with the knowledge and confidence to identify early warning signs and seek appropriate support from Australian service providers.

CyberParent covers topical issues such as:

- Internet terms and definitions
- Information about social media and descriptions of popular apps
- Information about different dangers for young people online e.g. cyberbullying, online gaming and grooming/recruitment
- Practical tips on healthy and safe internet use
- Where you can go for help

CyberParent is available in a total of 17 different languages, including: English, Arabic, Chinese, Dari, Dinka, Farsi, German, Greek, Hindi, Indonesian, Italian, Pashto, Spanish, Somali, Turkish, Urdu and Vietnamese. These resources can be accessed [here](#).

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What are the dangers?

Online Gaming

Online gaming involves playing computer games online with other people. There can be dangers if young people play online with strangers, share personal information, play games that are not within their age restriction or spend too much time gaming.



Other useful information can be located at the eSafety Commissioner website <https://www.esafety.gov.au/parents>

Another helpful site for parents is <https://www.esafety.gov.au/key-issues/esafety-guide> This link will explain the different types of Apps/online games children are interested in, how they work, age appropriateness and tips for using them safely. It has been designed to be user friendly and this will make it easier for us to update information, policies and photos regularly.

If you have any questions or require more information, please don't hesitate to contact Ms. Marchionna.

As a school community we need to work together to support children and use digital technologies safely. If you have any feedback, we would love to hear it!


About us Key issues Research Newsroom

eSafety Commissioner I want help with SEARCH REPORT ABUSE →

Educators **Parents** Young people Kids Women Seniors Diverse groups Industry







Tips on how to stay safe online during the COVID-19 pandemic

eSafetyparents



Advice for parents and carers to help children have safe experiences online

In this section

-  [The big issues](#)
-  [Skills and advice](#)
-  [Children under 5](#)
-  [Downloadable resources](#)
-  [Sexting and sending nudes](#)
-  [Cyberbullying](#)

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USING THE INTERNET AGREEMENT

When I use the Internet, I have responsibilities and rules to follow. I agree to:

Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something inappropriate, rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical

user of digital technologies.

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Parents: Please read the full version of our ICT User Agreement and advice for parents on Xuno and our school website. This has been talked through in class at school with your students too. Please complete the activities and sign it with your child at home and return these pages to their teacher.

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw, or parents write for student...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw, or parents write for student...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw, or parents write for student...)

Return to class teacher

Student and Parent Agreement 2022

(parent or carer)

acknowledges the commitment of

(student)

**to being a polite, safe, responsible and ethical user of
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date

Return to class teacher