MERRIGUM PRIMARY SCHOOL
DIGITAL LEARNING
(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

(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

(f) our school prioritise the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Merrigum 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:

- Merrigum 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.

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.

Merrigum 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 Merrigum 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.

Merrigum 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 Principal.

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.

Our school has established a Blog for students to showcase their work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our classes. Parents are welcome to contact the Principal 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 Merrigum 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), Merrigum 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
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	20/06/2022
Consultation	School Council
Approved by	Principal
Next scheduled review date	June 2024

Acceptable Use Agreement

When using school ICT equipment students will:

1. Use school ICT equipment only with teacher permission.
2. Follow all instructions from the teacher when using ICT.
3. Use time effectively and do only the task/s assigned.
4. Work co-operatively.
5. Take care of hardware, peripherals and software and ensure that computer areas are left tidy.
6. Only use school software.
7. Start and shut down computers using the correct procedure.
8. Ensure they understand any message on the computer screen before they tell the computer what to do next.
9. Not use school computers for anything that is against the law, wasteful of resources or which will inconvenience others, for example
   - Printing more copies than necessary.
   - Printing directly from the internet.
   - Downloading music files, games, videos, live sites or streaming.
   - Changing the setting on computers.
   - Damaging or disabling computers or equipment.
10. Only access/ work on their own work which is stored in their own folder/ file or own reusable storage device.
11. Only keep school related data in own folder/ file or own reusable storage devices.
12. Only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing social networking sites.
13. Not give out personal information.
14. Turn off the monitor/ipad and tell the teacher immediately if they see or hear anything on a website, or receive any messages that they don't like or feel are inappropriate.
15. Be aware that the school can check computer files/ipad history and monitor internet usage.
16. Acknowledge the source of information, images etc. used in students work.
17. Not copy someone else's work into student's work.
18. Know that if there is a breach of rules, computer privileges may be withdrawn and will need to be negotiated.
19. Know that students are legally liable for the misuse of ICT equipment and that police may be contacted.

A poster outlining what is considered acceptable use will be displayed in any teaching area where there are computers to remind students what they signed in the agreement.

ICT equipment are tools to be used to enhance the curriculum (This is a directive from the Department of Education).

MERRIGUM PRIMARY SCHOOL

ICT STUDENT ACCEPTABLE USAGE POLICY

Information and Communication Technology (ICT) includes the use of computers, the school network, the internet, digital/ video cameras and scanners and interactive screens.

At Merrigum Primary School ICT is used to enhance teaching and learning including communicating with others, publishing student work and research.

Dear Parents/ Carers,

To develop in students a safe and responsible attitude when using computers and electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise, on behalf of the students, to behave appropriately, courteously and cooperatively in all situations when using electronic equipment.

Teachers will discuss the rules outlined, but we would appreciate your support in discussing them further with your child. Students and parents are then required to sign the agreement and return it to school. Students will be permitted to use the computers in the school once this agreement has been signed and returned to school.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate content while using the Department's online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child at home or in locations away from school. The Department recommends the use of appropriate internet filtering software.

Thank you for your cooperation

Tony Shannon

PRINCIPAL

OUR ICT RULES

1. I will use ICT equipment only with teacher permission.
2. I will follow all instructions from the teacher when using ICT equipment.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware, peripherals and software and ensure that computer areas are left tidy.
6. I will only use school software.
7. I will start and shut down computers using the correct procedure.
8. I will not use school computers for anything that is against the law, wasteful of resources or which will inconvenience others, for example
   - Print more copies that necessary.
   - Print directly from the internet.
   - Download music files, games, videos, live sites or streaming.
   - Change the setting on computers.
   - Damage or disable computers or equipment.
9. I will only access work which is stored in my own folder/ file or own reusable storage device.
10. I will make sure that I understand any message on the computer screen before I tell the computer what to do next.
11. I will only keep school related data in my own folder/ file or own reusable storage devices.
12. I will only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing social networking sites.
13. I will not give out personal information.
14. I will turn off the monitor/ipad and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel is inappropriate.
15. I am aware that the school can check computer files/ipad history and monitor internet usage.
16. I will acknowledge the source of information, images etc. used in my work.
17. I will not copy someone else's work into my work.
18. I know that if there is a breach of rules, ICT privileges may be withdrawn and I will need to renegotiate my ICT use.
19. I know that I am legally liable for the misuse of the ICT equipment and that police may be contacted.

As a safe and responsible computer user at Merrigum Primary School, I will follow the above rules.

We have read this policy and agree to abide by the conditions and consequences stated in this policy.

Student's Name: _____   Signature: _____

Parent/ Caregiver's Name: _____   Signature: _____

Date: _____   Class: _____