Pleasant Street Primary School

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 Janet Hillgrove or Helen Romeril on 5332 2598.

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 BYOD iPad program

(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 Pleasant Street 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:

- Pleasant Street 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

Pleasant Street Primary School understands that digital technologies including the internet, apps, computers and iPads, provide students with a tool to support learning and development in a range of ways in which is to be achieved through the safe and appropriate use of the digital technologies.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Pleasant Street 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

iPad at Pleasant Street Primary School

iPads are seen as a required tool for learning at PSPS. Students in year 2 (semester 2) to year 6 must bring a charged iPad to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- is an iPad
- be brought to school in a protective case
- is fully charged each morning
- has a minimum storage of 64 GB device, with 10% available for class
- is operating on the latest iPadOS where possible

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

Parents/carers are invited to purchase or lease a device for their child to bring to school. Pleasant Street Primary School has made special arrangements with JB Education (see the office for more information) who offer discounted prices for the lease or purchase of devices for our students.

Pleasant Street Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a few spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal, Janet Hillgrove 03 5332 2598.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Pleasant Street 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 Pleasant Street 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 with Apple's 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 safe, responsible and discerning users of digital technologies, including eSmart and Common Sense Media as outlined in the schools eSafety 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 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 classroom teacher and the Principal 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. See the [Photography, Filming and Recording Students Policy](#) for more information.

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 Pleasant Street Primary School's *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), Pleasant Street 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 device
- removal of internet access 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
- Included in our staff handbook/manual

Policy last reviewed	November 2022
Consultation	Travis Poyner- Digital Learning Leader
Approved by	Janet Hillgrove – Principal
Next scheduled review date	November 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Dear Families,

Acceptable Usage of Technology Agreement 2022

At Pleasant Street Primary School, we support the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This document outlines the school's roles and responsibilities in supporting safe digital learning and the expected behaviours we have of our students when using digital or online spaces.

At our school we:
● Have a Digital Technologies Policy that outlines our school's values and expected student conduct standards, including consequences for breaching the standards. This Policy extends to online conduct;
● Have learning sequences in place to educate our students to be safe and responsible users of digital technologies including *eSmart* and *Respectful Relationships*;
● Provide information about digital access issues such as online privacy, intellectual property and copyright;
● Supervise and support students using digital technologies in the classroom;
● 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 the earliest opportunity, and other measures;
● Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
● Use online sites and digital tools that support students' learning;
● Follow a clear procedure to address issues or incidents that have the potential to impact on the wellbeing of our students;
● Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
● Support parents and caregivers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission.

As a parent/guardian of a child at Pleasant Street Primary School, you are required to ensure that your child is aware of their rights and responsibilities when using digital technologies. Please read through the student declaration with your child/ren.

Student Declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:
● Respecting others and communicating with them in a supportive manner;
● Never participating in inappropriate or hurtful online behaviours; and reporting any issues immediately;
● Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
● Using technology at school for learning-related activities only (e.g. "home apps" are for home use only);
● Using technology only during class time;

● Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords, photos or videos;
● Protecting the privacy of others by never sharing their personal details, images or videos without their consent;
● Thinking carefully about the content I share online, knowing that this is a personal reflection of who I am and can influence what people think of me;
● Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
● Not accessing media, websites or apps that falls outside the school's policies;
● Not attempting to log into networks or accounts using false details (e.g. someone else's username, password, or using a VPN);
● Understanding I must look after technology, as I am responsible for any loss or damage.
● Understanding that the Moysle MDM is a requirement of the iPad program, removing this will remove me from the iPad Program.

I understand that this agreement is in place to ensure Pleasant Street Primary School is a safe and responsible environment. If the school believes the agreement has been breached, we are required to investigate. The school may:
● Remove or restrict the use of a device at school.
● Communicate with parents to request the removal of inappropriate content from a device (including images, video, 13+ apps such as Facebook, TikTok and Instagram).
● Communicate with parents to request the inspection of a device (including browsing history and chat messages).
● Report serious breaches to relevant authorities.

This Acceptable Usage Agreement applies when digital technologies are being used at school or any situation that involves other students of Pleasant Street Primary School.

Student Name:

Student Grade:

Student Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Digital Technologies Policy if I do not behave appropriately.

This form must be returned by February 11th, 2022, and this agreement is in place until 1st March 2023.