



# 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 Guthridge 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:

- [Guthridge 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.

Guthridge 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 Guthridge 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 Guthridge 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, including [Think U Know](#) and [The Alannah and Madeline Foundation](#) e-smart resources and curriculum as well as the Rights, Resilience and Respectful Relationships curriculum
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online through regular engagement with Sale Police and Youth Resource Officer and teaching and learning in line with
  - safety commissioner education resources:  
<https://www.esafety.gov.au/educators>  
<https://www.esafety.gov.au/educators/classroom-resources>
  - [The Alannah and Madeline Foundation](#)  
[eSmart Digital Licence+ \(digitallicenceplus.org\)](https://www.alannahandmadelinefoundation.org.au/eSmart-Digital-Licence-(digitallicenceplus.org))
- 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 - Acceptable Use Agreement found at the end of this policy
- 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, GPS Digital Technologies Acceptable Use Agreement and information sessions including the following links and resources:
  - [Bullystoppers Cyber Safety and Social Media Parent Interactive Learning Modules](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>)
  - [eSafety Parents | eSafety Commissioner Website](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)
  - [Think U Know - An education program led by the Australian Federal Police](https://www.thinkuknow.org.au)  
(<https://www.thinkuknow.org.au>)
  - [DigiTalk - Online safety hub for parents.](https://www.alannahandmadeline.org.au/learning-resources/digitalk)  
(<https://www.alannahandmadeline.org.au/learning-resources/digitalk>)
  - [Take It Down - one step you can take to help remove inappropriate online photos and videos](https://takeitdown.ncmec.org/)  
(<https://takeitdown.ncmec.org/>)

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 found at the end of this policy.

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 classroom teacher or ICT technician 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 uses ClassDojo for teachers to showcase student learning, achievements, and artwork, where parents and peers can provide appropriate feedback and comments on the notifications and information shared. Parents are welcome to contact the classroom teacher if they have any questions or concerns about notifications or comments 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 Guthridge 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), Guthridge 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2023
Consultation	<ul style="list-style-type: none"> <li>• Available publicly on our school’s website</li> <li>• Included in staff induction and child safety training processes</li> <li>• Included as annual reference in school newsletter</li> <li>• Made available in hard copy from school administration upon request</li> </ul>
Approved by	Principal
Next scheduled review date	Prior to July 2025



# GUTHRIDGE PRIMARY SCHOOL

## ACCEPTABLE USE AGREEMENT

### FOR DIGITAL TECHNOLOGIES

#### (INTERNET, VIDEO CONFERENCING, SOCIAL MEDIA AND DIGITAL DEVICES)

#### SCHOOL PROFILE STATEMENT

At Guthridge Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines Guthridge Primary School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces at school and at home.

At our School we:

- Have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital 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 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
- 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 care-givers to understand 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:
  - [Bullystoppers Cyber Safety and Social Media Parent Interactive Learning Modules](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>)
  - [eSafety Parents | eSafety Commissioner Website](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)
  - [Think U Know - An education program led by the Australian Federal Police](https://www.thinkuknow.org.au)  
(<https://www.thinkuknow.org.au>)
  - [DigiTalk - Online safety hub for parents.](https://www.alannahandmadeline.org.au/learning-resources/digitalk)  
(<https://www.alannahandmadeline.org.au/learning-resources/digitalk>)
  - [Take It Down - one step you can take to help remove inappropriate online photos and videos](https://takeitdown.ncmec.org/)  
(<https://takeitdown.ncmec.org/>)

# Safe and responsible behaviour at school and home.

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, classmates and broader school community 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, disparaging or bullying messages/emails 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 collaborative online 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
- be truthful about who I am representing online
- 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 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 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

I will use this knowledge at school and everywhere I use digital technologies including during remote learning situations.

**Note:** Remote Learning can refer to anytime students are using tools, programs, devices and online spaces supported by the school



## Student Digital Technologies Acceptable Use Agreement

### Care and Usage of the Equipment:

- I will care for and look after school digital devices and all their parts.
- I will not eat or drink near school digital devices.
- I will only use digital devices at school if I have permission from a teacher to perform the required work.
- I will not copy, download or put my own software on the school devices or download software from the internet.

### Work Habits:

- I agree to follow all teacher instructions when using digital devices.
- When I use the internet, I only search for what supports my learning task.
- I will not download anything without my teacher's permission.
- I will not print anything from the colour printer unless I have permission from my teacher.
- When using video conferencing software (Webex) I will represent myself only.
- Any messages I send out will show politeness and respect as a representative of Guthridge Primary School.
- The teacher will provide me with guidance on programs that are suitable to use whilst at school.
- All work submitted will be my own.
- I will not access any files except my own.

### Personal Safety

- I will remember to not provide personal information to unknown users
- I will not give out mine or anyone else's password, address or phone number.
- I will tell my teacher if I feel bad or uncomfortable when using ICT.

**Breaking any of the rules listed above will cause my use of digital devices at school to be confiscated for a negotiated period of time and my parents will be notified.**

**I cannot access our school's computers or network until this agreement has been signed and returned to the classroom teacher.**

### Signatures:

*I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and in some cases, at home. I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave in a way that represents the values that Guthridge Primary promotes.*

**Student Name:**

**Student Signature**

**Parent/Carer Name**

**Parent/Carer Signature**

**Date:** \_\_\_\_\_



# Guthridge Primary School

## STUDENT USE OF PERSONAL MOBILE DEVICES POLICY

### POLICY SUMMARY

This policy outlines the requirements of the Minister for Education relating to students using mobile phones and smart digital devices during school hours.

Students who choose to bring mobile phones and smart digital devices to school must have them switched off and securely stored during school hours.

This policy is related to all mobile phones and smart digital devices with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Where students bring a mobile phone or smart digital devices to school, the school must provide secure storage.

### PURPOSE

To explain to our school community the Education Department's and Guthridge Primary School's policy requirements, and expectations regarding the safe and appropriate use of mobile phones and smart digital devices by students at school or during school activities.

### POLICY

Guthridge Primary School understands that students may need to bring a mobile phone or smart digital device to school, particularly if they are travelling independently to and from school or to extra-curricular activities.

- Before any device is brought to school permission must be granted by the Principal.
- During school hours, mobile phones and smart digital devices must be given to the classroom teacher to be locked away securely or stored securely at the Office. Smart watches must have communication and notification capabilities switched off during school hours including recess and lunchtimes.
- If emergencies occur, parents or carers should contact the school's office. Parents should not call or message children's phones or devices as such communication can impede Emergency procedures.
- Failure to follow this policy will result in the students' mobile phones and smart digital devices permissions to be revoked. In these circumstances, the mobile phone or smart digital device will usually be returned to the student, or their parent/carer, at the end of the school day. Parents and students should be aware that depending on some actions relating to personal devices, that further sanctions may be warranted.

### Insurance

Students are responsible for their mobile phones and smart digital devices. Please note that Victorian Government Schools do not have accident insurance for accidental property damage. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items, including personal mobile devices if brought to school. Mobile phones and related devices owned by students are brought to schools at the owner's risk.

### Camps and excursions

In most circumstances, students will not be allowed to bring their mobile phones and smart digital devices on overnight school camps or excursions. Smart watches must have communication and notification capabilities switched off. Guthridge Primary School will provide students and their parents and carers with information about items that can be brought to special activities and events.

### RELATED POLICIES AND RESOURCES

Student Mobile Phones and Smart Digital Devices Use Agreement

### REVIEW PERIOD

This policy was last updated October 2022 and is scheduled for review in alignment with our school policy review schedule.

# Guthridge Primary School

## Student Mobile Phones and Smart Digital Devices Use Agreement

Parents/Carers to complete:

My child \_\_\_\_\_ is seeking permission to bring (please circle) a mobile phone/tablet/iPad/smart watch to school for the following reason/s:

.....  
.....  
.....  
.....

**I understand that a failure of my child to adhere to the conditions outlined in the policy may result in the device being confiscated until collected by parents/carers and no longer permitted at school.**

I know I am not permitted to use my mobile phone or smart digital device at school.

I know that I cannot use the device to communicate, take photographs, to film, to harass another person or to allow another person to use my device while coming to school, while at school and while going home from school.

I know that I need to hand my phone into my teacher at the beginning of the day and turn off all notifications and communication capabilities on my device. I will collect my mobile phone or smart digital device at the end of the day.

I must abide by the requirements outlined in the STUDENT USE OF PERSONAL MOBILE DEVICES POLICY at all times.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed with my child responsibilities with regard to the requirements outlined in the STUDENT USE OF PERSONAL MOBILE DEVICES POLICY.

I agree to the conditions of use as set out above and in the STUDENT USE OF PERSONAL MOBILE DEVICES POLICY.

I understand that the school bears no liability in the event of loss, theft or damage relating to my child's mobile phone or smart digital device at school.

I have read the STUDENT USE OF PERSONAL MOBILE DEVICES POLICY and agree to its terms.

Student's Name: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authority granted by Emily Streitberg (Principal)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_