



Kingsville 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 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 Kingsville 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 at Kingsville Primary School also follow our school's Acceptable Use Agreements

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

- Kingsville 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.

Kingsville 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, internationally-minded young adults.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kingsville 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 Kingsville 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
- 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 and Wellbeing 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, 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 Kingsville 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), Kingsville 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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from the office by request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School Council – June 2022 School community via the newsletter – July 2022
Approved by	Principal and School Council
Next scheduled review date	June 2024

Acceptable Use Agreement

Digital Technology

Part A: School profile statement

Kingsville Primary School recognises the need for students to be safe and responsible users of digital technology. We believe that explicitly teaching students about safe and responsible online behaviour is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Kingsville Primary School it is expected that all members of our community work together to provide a safe, caring and supportive learning environment. Our school community includes principal class members, teachers, non-teaching staff, students and parents/carers.

As an IB World School that offers the Primary Years Program, an internationally minded student embraces the attributes of the Learner Profile. The attitudes guide our behaviour and interactions with others. All Kingsville Primary School members share high expectations that are:

- jointly negotiated, owned and implemented by all members of the school community
- clear and specific
- focused on positive and pro-social behaviour
- focused on prevention and early intervention
- supported by relevant procedures
- consistent, fair and reasonable
- linked to appropriate actions and consequences

At Kingsville Primary School we:

- educate our students to be safe and responsible users of digital technology demonstrating Empathy, Integrity and Respect
- raise our students' awareness of issues such as online privacy and intellectual property, including copyright
- supervise students when using digital technology for educational purposes
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students
- know that some online activities constitute a misuse that have legal consequences and where there is knowledge of such misuse, or a reasonable belief that an illegal activity has occurred, the Principal is required to report the matter to the Department of Education and the Victorian Police
- support parents/guardians to understand the importance of safe and responsible use of digital technology, the potential issues that surround its use and strategies that they can implement at home to support their child.

Part B: Safe and responsible behaviour

When I use digital technology I agree to be a safe, responsible and ethical user and not engage in cyber bullying. I will do this by:

- **Thinking and checking that what I write or post is polite and respectful, which means:**
 - never using digital technology for deliberate, repeated and mean behaviour towards others - this is called cyber bullying
 - not using actions online to be mean to others (this can include leaving someone out to make them feel bad or passing on a mean message written by another person)
 - not copying someone else's work or ideas (e.g. videos, pictures, writing) and presenting them as my own (I will include the link or I will reference the author)
- **Protecting personal information by being aware that my full name, photo, birthday, address and phone number is not to be shared online. This means:**
 - only using my first name or an appropriate alias
 - protecting my password and not sharing it with others (except parents)
 - only joining a space online with my parents' or teacher's guidance and permission
- Looking after myself and others by thinking about what I share online. This means:
 - never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
 - speaking to a trusted adult (like my teacher or someone in my family) if I see something that makes me feel upset or if I need help
 - speaking to a trusted adult (like my teacher or someone in my family) if someone is unkind to me or someone else
 - using spaces or sites that are right for my age by checking the terms and conditions (e.g. age restrictions, parental consent requirements) - if I am unsure, I will speak to a trusted adult (like my teacher or adult in my family)
 - not deliberately searching for something rude or violent
 - either turning off the screen or using the back button if I see something I don't like and telling a trusted adult
 - only accepting friend requests from people I know in real life
 - not bringing to school or downloading unauthorised programs (e.g. games, videos, songs)
- **Taking care of all digital technology equipment. This means:**
 - not interfering with device settings, network systems and security, the data of another user or attempting to log in with a username of another student
 - being careful with the equipment I use
 - using the appropriate 'booking' system when using devices
- **using mobile devices safely and responsibly which means:**
 - students who have a mobile phone at school with them for emergency/security whilst travelling are required to leave the phone in their bag during school hours
 - students who attend school camps or excursions may be permitted to take phones with them but only to use their camera function. Teachers carry phones, which can be used in cases of emergency; in a camp situation, contact details will be made available to parents prior to departure
 - respecting the privacy of others; only taking photos or recording sound or video at school when I have consent

I understand that a breach of the above conditions will be dealt with as follows:

First incident:

- discussion with teacher identifying which rule has been broken
- reminder of class Essential Agreement and school Acceptable Use Agreement

- apology made if appropriate

Second incident:

- immediate loss of electronic privileges (set time period)
- parent / guardian contacted
- recording of incident on Compass

Subsequent incidents or serious breaches:

- immediate loss of electronic device privileges (set time period taking into account previous breaches)
- discussion with Leadership Team member
- parent / guardian contacted
- recording of incident
- other action to be determined by Leadership Team Member, in consultation with classroom teacher e.g. follow up Cyber safety training

The above is a step by step approach to school actions and consequences. This is a fluid approach and the entry point of the approach could be different for different children and different situations and circumstances.

Part C: Definition of Digital Technology

This Acceptable Use Agreement applies to digital technology, social media tools and learning environments established by our school or accessed using school-owned networks or systems, including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners, tablets)
- Email and instant messaging
- Social networking sites (e.g. Facebook*)
- Video and photo sharing websites (e.g. Youtube)
- Blogs
- Micro-blogs (e.g. Twitter*)
- Forums, discussion boards and groups
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Camera-enabled devices
- Video conferences and web conferences
- Any devices or platforms that are created in the future.

* Many social networking sites (including Facebook) require by law that members are over 13 years of age.

- **Part D: Student declaration**

- This Acceptable Use Agreement applies when I am using any of the above digital technology at school, at home, during school excursions, camps and extra-curricula activities.

- 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 documented within the Kingsville Primary School *Student Engagement and Wellbeing Policy* that are also listed in the KPS “AUA” and that, if I do not abide by the expectations appropriately whilst using technology, those consequences will be actioned.

• **Student Name:** _____

• **Student signature :** _____

• **Name of Parent / Guardian:** _____

• **Parent / Guardian Signature:** _____

- For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/guardians call Parentline 132289 or visit www.cybersmart.gov.au/report.aspx