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.

(b)   The expected student behaviour when using digital technologies including the internet, social media, and digital devices.

(c)   Our 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.

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.

SCOPE

This policy applies to all students and staff at Belle Vue 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Belle Vue 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)

RATIONALE

The internet provides students with unprecedented opportunities to obtain information, engage in discussion and to increase skills, knowledge and abilities.

AIM

To improve student learning outcomes by increasing access to worldwide information. To develop skills in appropriate internet usage.

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 their learning 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.

Belle Vue 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.

Belle Vue Park Primary school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

- All students and staff at Belle Vue Park Primary school have censorship filtered internet.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- Signed parent and student consent is required in order to gain access to the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Students using school devices and/or the network to access the Internet and Internet services will be monitored by school staff.
- The school's network can be used only by staff, students and associated individuals i.e. visiting teachers; and only for, or in connection with, the educational or administrative functions of the school.
- Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that student/s agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Computer/Internet Use Code of Practice.

PERSONAL DEVICES AT BELLE VUE PARK PS

At Belle Vue Park PS curriculum is often delivered utilizing iPads/tablets/notebook computers.

Students access charged devices provided by the school to be used during class time for different learning activities. There is no need for students to bring their own personal devices to school.

Our school does not have insurance to cover accidental damage to students' or staff personal devices, therefore parents/carers and staff are encouraged to consider obtaining their own insurance for their personal devices used at the school, this includes Mobile Phones.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing.

At Belle Vue Park PS, 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.

At Belle Vue Park PS, we:
- supervise and support students to utilize online sites and digital tools to support learning;
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims;
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students;
- implement programs to educate our students to be safe, responsible and discerning users of digital technologies, including Cyberbullying and Safety delivered by members of Victoria Police; and the Respect Ambassador Program delivered by the Student Wellbeing Officer;
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online;
- 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 learning;
- 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 or administration office 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.

SOCIAL MEDIA USE

Belle Vue Park PS follows the Department's policy on Social Media Use to Support Learning to ensure social media (i.e. YouTube) is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought.

In accordance with the Department's policy on social media, staff will not:

- 'friend' or 'follow' a student on a personal social media account,

- nor 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 parent/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 Belle Vue Park PS's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

Belle Vue Park PS will institute a staged response, consistent with our student engagement and behaviour policies when a student acts in breach of the behaviour standards of our school community, including but not limited to:

- cyberbullying; and/or

- using digital technologies to harass, threaten or intimidate; and/or

- viewing/posting/sharing of inappropriate or unlawful content)

CONSEQUENCES FOR BREACHES OF THE COMPUTER/INTERNET CODE OF PRACTICE

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:
- More than one consequence may apply for a given offence.
- Serious or repeated offences will result in stronger penalties, such as:
  - removal of network access privileges, and/or

- o removal of internet access privileges; and /or
- o removal of printing privileges; and/or
- o other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies at the discretion of the Principal.
- While the Internet may be largely a self-regulated environment, the general principles of law relevant to the Telecommunications Act and community standards remain in force when communicating via, or publishing to, the Internet:
  - o This includes but is not limited to:
    - ▪ emails or any similar form of electronic communication:
    - ▪ including social media; or
    - ▪ text messages; or similar and
    - • In addition to school penalties, there are legal sanctions for improper use of the Internet.

EVALUATION:

This policy will be reviewed annually as part of the school's regular review cycle

<u>**Computer/Internet User Code of Practice**</u>
(Permission to cover the duration of the student's schooling at Belle Vue Park P.S.)

<u>**Student Agreement**</u>
I agree to use the School Network & Internet in a responsible manner, and if I access inappropriate sites I will immediately click on <u>HOME</u> or turn the monitor off and inform the teacher.

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

- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and/or images and protecting my password by not sharing this information.
- Be respectful in how I talk to and work with others online and I will never write or participate in online bullying, i.e. sending threatening, teasing or unwanted messages or spreading nasty rumours.
- Use the technology at school for learning, use the equipment properly and not interfere with the learning or data of another student.
- Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers.
- Avoid rude or offensive sites.
- Only use the Internet at school to help me learn.
- Remember that the content on the web is someone's property and I will ask my teacher to help me obtain permission if I want to use information or pictures found on the internet.
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to <u>help me</u> answer any questions (should not copy and paste the information as my answer).
- Talk to my teacher or another adult if:
  - I need help online, I am not sure what I should be doing on the Internet.
  - I come across sites which are not suitable for Belle Vue Park Primary school.
  - Someone writes something I don't like; or makes me and/or my friends feel uncomfortable; or asks me to provide information that I know is private.
  - I am being bullied or harassed online (including at home).
  - I think the welfare of other students at the school is being threatened by online activities.

I **acknowledge and agree to follow these rules. I understand that I may not be able to access the internet at school if I do act not act responsibly.**

Students Name:_____(please print)

Students Signature: _____Date: _____/_____/_____

<u>**Parent/Guardian Agreement**</u>

I **agree to using the internet at school for education purposes in accordance with the Student Agreement above. I understand the school provides adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.**

Parent/Guardian Name:_____(please print)

Parent/Guardian Signature: _____Date: _____/_____/_____