

# Malmsbury Primary School

## Digital Learning Policy

### Internet, social media and digital devices



#### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Malmsbury Primary School on 03 5423 2284 or [malmsbury.ps@education.vic.gov.au](mailto:malmsbury.ps@education.vic.gov.au).

#### PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

#### SCOPE

This policy applies to all students and staff at Malmsbury 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:

- Malmsbury 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

### 1. 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.

Malmesbury 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.

### 2. School Provided Devices

Malmesbury Primary School operates a school provided devices program. Classes at our school are delivered with the use of iPads/netbooks/notebook computers. These devices are stored in charging cabinets and each room has scheduled use of the devices across the week.

Our school has established an google classrooms for students to complete projects as organized by their classroom teachers. They can showcase their work where teachers can provide appropriate feedback and comments on the work undertaken in classes. Parents are welcome to contact the Principal or Classroom teacher if they have any questions or concerns about students participating in this forum.

#### Social Media:

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.

### 3. Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Malmesbury 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), Malmesbury 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.

See Appendix 1 for our Safe, Smart and Responsible Use of Digital Technologies agreement

## 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## FURTHER INFORMATION AND RESOURCES

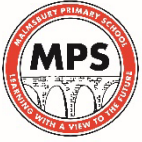
This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	April 2024: <ul style="list-style-type: none"> <li>- Junior School Council Students</li> <li>- Parent Community</li> <li>- School Staff</li> </ul> June 2024: School Council
Approved by	Principal
Next scheduled review date	Before June 2026

## APPENDIX 1



# Safe, smart and responsible use of Digital Technologies

It is important to use Digital Technologies in a safe, smart and responsible way.

When I use Digital Technologies, I have responsibilities and rules to follow. I agree to:

- not give out personal details including full names, telephone numbers, addresses and images
- protect my passwords
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- use Digital Technologies at school for learning
- not create content that is rude or offensive
- use devices and equipment properly and not interfere with the work or data of another student
- not to rename or create unnecessary folders on the student server
- not to take pictures or videos without permission from the teacher
- not to access or change any settings on school devices
- only use applications that have been approved by the school
- not go looking for rude or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- not to publish online any images from the school server or devices
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions

*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 our school
- Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
- I feel that the welfare of myself or other students is being threatened by online activities



## Safe, smart and responsible use of Digital Technologies

I acknowledge and agree to follow these rules. I understand that I may not be able to use Digital Technologies at school if I do not act responsibly.

Student Name:.....

Student Signature:.....

### Parent Permission

I have discussed this agreement with my child and agree to allow my child use of the Internet at school, access to a Netbook, iPad or other device . If there is a situation which concerns me, I will contact the school or Office of the e-Safety Commissioner 1800 880 176.

Parent/Guardian Signature: .....

Date: .....

### In the event that this agreement is broken the following action will be taken:

First instance	Removal of device, network, and internet access for the day. Restricted access to devices for 1 week with teacher supervision Parents are notified to have constructive conversation with the student.
	Removal of device, network access and internet use for 1 week

<p>Second instance</p>	<p>Device access with Teacher supervision only, for allocated necessary learning tasks for one week</p> <p>Parents are notified and to have constructive conversation with the student.</p>
<p>Third instance</p>	<p>Removal of device, network access and internet use for 2 weeks</p> <p>Device access with Teacher supervision only, for allocated necessary learning tasks for two weeks.</p> <p>Parent meeting with Principal, Classroom Teacher and student to discuss any further consequences and actions</p>

**Helpful sites for home:**

<https://www.esmart.org.au/>

<https://www.esafety.gov.au/>