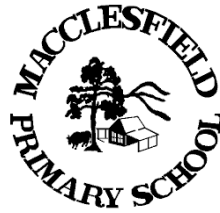


DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)



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Date	Version	Section/s	Reason/Nature for Amendment
July 2019	01	All	Update (DET template)
May 2023	02		Update (DET template)



Help for non-English speakers

If you need help to understand the information in this policy please contact (03) 5968 4734 or macclesfield.ps@education.vic.gov.au

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 Macclesfield 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:

- Macclesfield 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.

Macclesfield 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 Macclesfield 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 Macclesfield Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted education 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
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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

We do not advocate social media use at school or at home for children in primary school. As a school, we have developed a school stance on social media use at home, with articulated responses to why social media use for primary school aged children is not appropriate. We do not use social media in our school and strongly advise caution against any use of 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.

Student behavioural expectations

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

Scope and Sequence for digital technologies:

- Use of digital technology in our school is closely linked to our Approach to Learning: Research Skills.
- The Research Skills scope and sequence includes the following digital technology components:

Year level	Digital Technology Components
Prep/1	<p>I am learning to access basic technology through the use of iPads for some educational resources</p> <p>My teacher models safe access to; and reads aloud texts accessed digitally.</p> <p>I participate in learning about staying safe with technology in programs like: Might heroes (Esafety): https://www.esafety.gov.au/educators/classroom-resources/class-stays-safe-online</p>
Year 2	<p>I can access teacher approved texts for our UOI's through EPIC books.</p> <p>I am learning to use basic Microsoft Word skills including: typing, basic formatting, inserting images and saving work.</p> <p>I am learning to keep passwords private. We have developed one way to keep a password safe.</p> <p>I am learning to seeking consent for photos of students where relevant for our own work. I will always ask permission if I need to take a photo of students as part of my work.</p> <p>I participate in learning about staying safe with technology in programs like: Might heroes (Esafety): https://www.esafety.gov.au/educators/classroom-resources/class-stays-safe-online</p> <p>And Hectors World: https://www.esafety.gov.au/educators/classroom-resources/hectors-world</p>
Year 3	<p>I can access teacher selected websites by typing them into the address bar in a browser.</p> <p>I am learning to search for suitable resources using ABC Education search engine.</p> <p>I can keep my username and password private.</p> <p>I can access and use teacher selected games.</p> <p>I am learning about respectful safe use of technology by participating in learning activities through the Esafety Learning modules.</p> <p>E.g. https://www.esafety.gov.au/educators/classroom-resources/class-stays-safe-online https://www.esafety.gov.au/educators/classroom-resources/be-secure (security and personal safety) https://www.esafety.gov.au/educators/classroom-resources/making-good-choices-online (making safe and appropriate choices)</p>

	I participate in class discussions about developing an agreement for how we stay safe online at school.
Year 4	<p>I can log in and use Google Suite tools such as Google Sheets, Google Slides and Google Docs. I have my own username and password that I keep private and confidential. I can participate in learning activities about online safety including online boundaries and consent through workshops like:</p> <p>https://www.esafety.gov.au/educators/classroom-resources/online-boundaries-and-consent</p> <p>and</p> <p>Online friends and strangers:</p> <p>https://www.esafety.gov.au/educators/classroom-resources/online-friends-and-strangers</p> <p>I can use communications tools in Google Classroom (chat and comment feature) to interact respectfully and appropriately.</p>
Year 5	<p>I can use teacher facilitated tools such as Padlet to share ideas with classmates. I can learn about privacy settings in these tools to ensure the information I post is appropriate and safe.</p> <p>I can participate in online workshops such as: Game On https://www.esafety.gov.au/educators/classroom-resources/gameon to build my knowledge of how to communicate and interact safely and respectfully online.</p> <p>I can participate in the Cybersmart Challenge (https://www.esafety.gov.au/educators/classroom-resources/cybersmart-challenge) to build my understanding of</p>
Year 6	

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent, carer, student communication method)
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed an annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Nov 2022
Consultation	Principal and School Council
Approved by	Principal and School Council
Next scheduled review date	NOV 2024