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 Statewide Vision Resource Centre.

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PURPOSE

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

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. the centre'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
4. our centre's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our centre follows and implements

SCOPE

This policy applies to all students and staff at Statewide Vision Resource Centre.

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:

- Statewide Vision Resource Centre'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.

Statewide Vision Resource Centre 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. Statewide Vision Resource Centre'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 Statewide Vision Resource Centre, 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 Statewide Vision Resource Centre, 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 learning sessions 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

- 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 Statewide Vision Resource Centre 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 Bulletin newsletter, information sheets, website/school portal and information sessions.

Distribution of Statewide Vision Resource Centre 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., teacher, the administration], immediately.

All messages created, sent, or retrieved on the Statewide Vision Resource Centre'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

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 Statewide Vision Resource Centre 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 Statewide Vision Resource Centre'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 community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Statewide Vision Resource Centre 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.

PARENTS' ROLE

Parents will be informed of the policy.

COMMUNICATION

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

- Available publicly on our website
- Included in staff induction processes
- Discussed at parent information nights/sessions
- Made available in hard copy from administration

POLICY REVIEW AND APPROVAL

Policy last reviewed	Approved by	Next scheduled review date
November 2022	Principal	November 2024

APPENDIX A: ACCEPTABLE USE AGREEMENT

At home we recommend you:

Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities.

- Ask them to give you a tour of their 'spaces,' if they are using sites which allow them to chat, publish photos, play games etc.
- Always get them to set their space to 'private' if they use a social networking site like TikTok. They are then in control of who can contact them and access their information.
- Have the computer with Internet access set up in a shared place in the house – not your child's bedroom.
- Negotiate appropriate times for your child's online activities and use of mobile devices.
- Ask questions when your child shows you what they are doing:
    - How does it work, how do you set it up and can you block out people?
    - Who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
    - Why is this so enjoyable – what makes it fun?
    - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
    - What are you doing to protect yourself or your friends from these potential dangers?
    - When would you inform an adult about an incident that has happened online that concerns you?

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online, a good rule is "don't post what you wouldn't want your grandparent, Assistant Principal to read."

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent/guardian when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety, contact your child's teacher.

Student Agreement Years Prep - 2

Dear Parents/Guardians,

After you have read the General Information for Parents/Guardians above, please discuss the following Agreement with your child. It is a modified version of the Year 3-6 Agreement and is designed to be clearly understood by children in years Prep to 2.

When I use computers and iPads at school:

- I will be careful and gentle with all computers and i-pads.
- When I type work on the computer or iPad, I will use sensible and polite words.
- I will show good manners to other children when they are using a computer or iPad, and not touch their computer, iPad, keyboard, or mouse, while they are using them.
- I will not touch other children's work on the computer or i-pad.
- I will only use the Internet sites or games that my teacher says I can use.
- I will keep my passwords secret and I will not use the passwords of other children.
- I will not print anything from the computer without asking my teacher first.
- If I see anything on the computer or iPad that I do not understand or that does not look right for children, I will tell a teacher or a parent helper straight away.

If I bring a mobile phone or other electronic device to Statewide Vision Resource Centre, I will give it to my teacher to keep safe for the day. (Please note we do not encourage children to bring these devices to Statewide Vision Resource Centre).

I agree to follow these rules. If I do not follow the rules, I may not be able to use the computers or iPads until my teacher feels I can be a responsible user.

Student to write his/her name here: ....…………………………………………….

Parent/Guardian Permission

I have discussed responsible use of technology and the Internet with my child. I agree to allow my child to use the Internet at school. I will contact the school if I have any concerns.

Parent/Guardian Signature: ………………………………

Date: …………………………………………………………..

Student Agreement Years 3 - 6

(To be signed be all students in years 3-6, and their parent/guardian)

Dear Parents**/**Guardians**,**

After you have read the General Information for Parents/Guardians above, please discuss the following Student Agreement with your child:

When I use technology, both at school and at home, I agree to:

- Be a safe and responsible user whenever I use that technology.
- Be respectful in how I talk to and work with others, and never participate in harmful, inappropriate, or hurtful behaviour using text messages, email, chat spaces, or other online tools.
- Report to a trusted adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

When at Statewide Vision Resource Centre, I agree to:

- Use the equipment, especially laptop computers, carefully and responsibly.
- Use the technology at school for learning and not interfere with the work or data of another student.
- Only access appropriate information that is relevant to my work and not go looking for rude or offensive sites.
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, email and private addresses and images, and protecting my passwords.
- Not bring or download unauthorised programs or files.
- Remember that the content on the Internet is someone's property and ask my teacher or parent/guardian to help me get permission if I want to use information or pictures.
- Ask my teacher for permission before I print any documents.
- Talk to my teacher or another trusted adult if:
    - I need help online.
    - I come across sites which are not suitable.
    - Someone writes something I do not 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 other students at the school is being threatened.

If I bring a mobile phone, iPod, or other mobile device to Statewide Vision Resource Centre, I agree to**:**

- Give the device to my teacher to keep secure for the day.
- Be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate, or hurtful to me or anyone else.

- Protect the privacy of others and never send private information about another person using SMS messages.

When using my mobile device as a camera I will:

- Seek permission from individuals involved BEFORE taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved BEFORE publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Seek adult permission before uploading any content to websites, blogs, or other shared online spaces.

This Acceptable Use Policy also applies to students during school excursions, camps, and extra-curricular activities.

I agree to follow these rules. I understand that my access to computers and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: ....…………………………………………….

Student Signature…………………………………………………….

Parent/Guardian Permission

I have discussed responsible use of technology with my child, including the potential problems, and I will contact the school if I have any concerns. I agree to allow my child to use the Internet at school.

Parent/Guardian Signature: ………………………………

Date: ………………………………………………………….