Digital Learning Policy

(Digital Devices, Internet & Social Media)

Mornington Park Primary School 5040

Date: 14/2/2021
Ratified by School Council on
Updated constantly. Ratified by council annually

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

SCOPE

This policy applies to all students at Mornington Park Primary School. The Steiner curriculum does not incorporate the use of digital technologies, however, at times students will be required to use digital devices for assessments, online learning or other whole school relevant events.

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. These applications may allow students and teachers to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

All mainstream classes use digital technologies to enhance and assist in their learning of the curriculum. The Steiner classes will have access to digital technologies for assessment and online learning when required. At Mornington Park Primary School we have internet access in all classrooms. Access to the internet by students will be supervised by teachers and will

be for educational purposes only. The purpose of these guidelines is to ensure that the students at Mornington Park Primary School who use the internet and other technologies do so in an appropriate manner.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Mornington Park 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 states: *Through a sense of connectedness to peers, teachers and the community, Mornington Park Primary School provides a safe and harmonious learning environment which nurtures the whole child for success in a changing world.*

Safe and appropriate use of digital technologies

Digital learning, if not used appropriately, may present risks to users' safety or wellbeing. At Mornington Park Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital learning, equipping them with skills and knowledge to navigate the digital world.

At Mornington Park 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 learning in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital learning in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including Esmart
- have a curriculum which incorporates the explicit teaching of technology knowledge and skills which is reinforced across the school
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 to block access to inappropriate content when at school
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, website and Facebook page

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 the classroom teacher and/or the administration.

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

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.

Our school has established Class Dojo for the junior mainstream students to showcase their work, where parents and teachers can provide appropriate feedback and comments on the work undertaken in or relating to our classes. It is also used for communicating our digital online programs in these classes. Parents are welcome to contact Stacie McCullough if they have any questions or concerns about students participating in this forum.

Our school has also established Google Classrooms for the purpose of digital online learning for our 3-6 students in mainstream and 1-6 students in Steiner. Parents are welcome to contact Kathleen Lord if they have any questions or concerns about students participating in this forum.

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 Mornington Park Primary School's *Values, Behaviour Expectations, Student Management Policy, Bullying and Harassment Policy and Engagement* 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), Mornington Park PS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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 Management* and *Bullying Prevention* policies.

Mornington Park Primary School

Part B – <u>Student Acceptable</u> User Agreement

When appropriate, Mornington Park Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies when appropriate, responsibly at school. Parents/guardians should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

The internet and other technologies are important school resources linking computers throughout the world. Through the internet we can communicate with people using different mediums, e.g. email, and research information that is current and has great educational value.

At **Mornington Park Primary School** we have internet access in all classrooms. Access to the internet by students will be supervised by teachers and will be for educational purposes only. The purpose of these guidelines is to ensure that the students at **Mornington Park Primary School** who use the internet and other technologies do so in an appropriate manner.

When I engage in digital learning - I agree to:

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or harmful behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the internet for educational purposes and use the equipment properly
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the internet
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download unauthorized programs, including games, to the school or run them on loaned school computers
- Not upload inappropriate content

When I use Mobile Devices - I agree to:

- Take my mobile phone, iPod or other mobile device to the school office to be signed in, upon my arrival at school. I understand that I may collect the device after 3.20pm
- Take responsibility for my mobile phone, iPod or other mobile devices while travelling to and from school
- Leave my portable devices at home during school excursions, camps and extra-curricular activities (unless specifically requested by my teacher)
- Protect the privacy of others and never post or forward private information about another person using Short Message Service (SMS) or Messages
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be responsible for all digital imagery that I have taken
- Be respectful in the photos I take or video I capture

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in my internet and mobile technology access privileges being limited, suspended or revoked based on our school code of conduct.

Student Name: ....

Year Level: ....

Student Signature: ....

Parent/Guardian Signature: ....

Date: ....

For further Support with online issues students can call Kids Helpline on 1800551800.

Parents/carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

Mornington Park Primary School

Part C – <u>Parent/ Guardian Agreement</u>

As parent/guardian of _____ I agree to the terms and conditions of these agreements. I understand that these agreements will be in place for the duration of my child's enrolment. If there are changes to this agreement you will be notified in writing. I understand that if our circumstances change, I will notify the school.

<u>Website and Media Publication Agreement: Please tick</u>

- o I consent to my child having their first name published on the school's Internet web site.
- o I consent to my child having their photo published on the school's internet site.
- o I consent to my child corresponding with their class and teacher, using electronic mail (e-mail) and other social media platforms like Class Dojo and Google Classrooms when appropriate.
- o I consent to my child having their first name published as part of recognizing outstanding achievement, celebrating success or as part of the schools promotional strategies
- o **I consent to my child's** photographs, video, audio or other forms of electronic recording to be used as part of recognising outstanding achievements, celebrating successes or as part of school promotional strategies.

Note: a worldwide audience can access student work published on web pages

Guardian Signature: ....   **Date:**
....

Guardian Full Name: ....

Internet and Email Access Approved by (Classroom Teacher):
....