



DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the office 9309 4350.

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 (including our 1-to-1 personal device program)
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads)
- (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 Westmeadows Primary School.

Staff use of technology is 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:

- Westmeadows 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 technology at our school

Westmeadows PS seeks to provide a safe and supportive learning environment, conducive to each student becoming active and independent learners. Students collaborate, plan, analyse and solve problems and communicate more effectively with each other and the wider local, national and global communities of which we are a part of. Learners are equipped to meet the demands of a global community in the 21st century.

Digital Technology is a fundamental component of teaching and learning, where state of the art technology and professional learning equips teachers with skills and develops students that are innovative and confident users of Digital Technology in an ever-changing digital world.

Technology enables ‘anytime, anywhere’ access to resources and tools for all of our learning community. ***We are bridging the gap between how students live and how they learn.***

Netbooks at Westmeadows Primary School

Westmeadows PS operates a Bring Your Own Device (BYOD) program. Classes in Grade 3-6 are delivered with the use of netbook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Westmeadows PS has made special arrangements with Learning with Technologies who offer discounted prices for the lease or purchase of devices for our students. The school nominates two devices that meet requirements for purchase.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that:

- It is fully charged each morning
- It is brought to school in a protective case
- They report any damage to our IT Technician when it is discovered

Please note that our school does not have insurance to cover accidental damage to students’ devices, and parents/carers are encouraged to consider obtaining their own insurance for their child’s device.

Westmeadows Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks that can be used by students during class time.

Students, parents and carers who would like more information or assistance regarding our Netbook Program are encouraged to contact the school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Westmeadows PS, 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 Westmeadows 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 educational or developmental aims
- supervise and support students using digital technologies 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 [insert details of specific programs]
- 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
- 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 and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at Westmeadows PS 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 as appropriate, 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

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 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 Westmeadows 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), Westmeadows Primary School 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 netbook
- 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.

COMMUNICATION

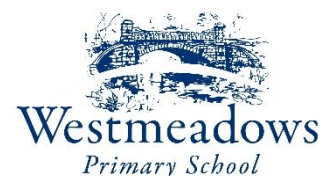
This policy will be communicated to our school community in the following ways: Available publicly on our school's website

- 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 student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

REVIEW CYCLE

Policy last reviewed	June 2024
Consultation	Consultation on this was sought through the following groups: <ul style="list-style-type: none">• student representative groups• parent groups• school council
Approved by	Principal
Next scheduled review date	June 2026

Acceptable Use Agreement



At Westmeadows Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a **Student Engagement Policy** that outlines our School's values and expected student behaviour.
- Have programs in place (eSmart) to educate our students to be safe and responsible users of digital technologies.
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

Student Declaration

When I use digital technologies, I **communicate respectfully** by:

- Always thinking and checking that what I write, or post is polite and respectful
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- Not sending mean or bullying messages or forwarding them to other people.
- Creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online.

This means I:

- Protect my friends' information in the same way
- Protect my passwords and don't share them with anyone except my parent
- Only ever join spaces with my parents or teacher's guidance and permission
- Never answer questions online that ask for my personal information
- Know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online.

This means I:

- Stop to think about what I post or share online.
- Will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums.
- Use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- Protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Speak to a trusted adult if I see something that makes me feel upset or if I need help.
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared.
- Don't deliberately search for something rude or violent.
- Turn off or close the screen if I see something I don't like and tell a trusted adult.
- Am careful with the equipment I use.

At school I have:

- Discussed ways to be a safe, responsible and ethical user of digital technologies.
- Presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her (including cyber bullying) as outlined overleaf. I will contact the school if there is anything here I do not understand. If there is a situation which concerns me I will contact the school.

Please tick (✓) the boxes you agree with and cross (X) any box you disagree with.

- I understand that Internet access is designed for educational purposes at Westmeadows Primary School. I also recognise, that although the school has supervision and monitoring procedures in place to restrict access to controversial materials, this is not always possible.
- I give permission for my child to:
- Access the Internet / Intranet for information within their classroom program.
 - Send and receive E-mail to and from other Primary School students, other people and organisations, as approved by the classroom teacher.
 - Access video conferencing under teacher supervision.
 - Participate in educational blogging and work involving social media to promote student voice.

Student Signature:

Parent/Guardian Signature: