

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 Ms Kim Shipley (Principal) or Ms Chris Vlahos (Assistant Principal) ph 9817 1917

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

SCOPE

This policy applies to all students and staff at Deepdene 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:

- Deepdene 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.

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.

Deepdene 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 Deepdene Primary School, 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 Deepdene Primary School, 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 classroom 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, including weekly ICT sessions in a dedicated computer lab.
- 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.

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 Deepdene 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), Deepdene 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.

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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in school documentation on Compass so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs via the school handbook
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	19 th October, 2021
Approved by	Principal
Next scheduled review date	July 2022

Acceptable Use Agreement



Deepdene Primary School

**ACCEPTABLE USE POLICY
FOR
INFORMATION & COMMUNICATION TECHNOLOGY
(STUDENTS)**

The Deepdene Primary School computer network is provided to staff and students to enhance student learning. All students are given access to the computer network through school created and managed accounts. Students are also provided with school administered email accounts and access to the internet. Use of these facilities must be regarded as a privilege that may be withdrawn for misuse.

The ICT policy of the school ensures that *educational use* of ICT receives priority and that the maximum number of computers is available for these purposes at all times. In addition, the policy also covers rules for the acceptable use of computers and the internet for research, communication and collaboration. Students will be assisted to develop the skills needed in order to find and select useful information and to decide on the value of this information.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of this Acceptable Use Policy.

1. Guidelines

- 1.1 The school ICT network infrastructure, hardware and software (herein referred to as the ICT network) have been designed for educational purposes and is subject to specific conditions of use.
- 1.2 The school ICT network can only be used under the Acceptable Use Policy conditions prescribed.
 - 1.2.1 Students must sign and have a parent/guardian sign *the Acceptable Use Policy - Guidelines* form before access the school network is authorised.
- 1.3 Students will be provided with accounts to access the network and for email
- 1.4 Penalties for breach of the Acceptable Use Policy will be implemented.
- 1.5 Staff are required to comply with the *DE&T Acceptable Use Policy for ICT Systems* (July 2006) and to enforce Deepdene Primary School's *Acceptable Use Policy for ICT (Students)*.

2. General Policies

- Use of computer/internet resources for educational purposes has priority over other (recreational) uses
- Appropriate language must be in all communications including email messages, chat and web pages
- No user may deliberately or carelessly waste computer resources (eg unnecessary printing) or disadvantage other users (eg by monopolising equipment, network traffic etc).
- Consideration must be given to avoiding inconvenience to other computer users. e.g.
 - use headphones to listen to sound or music;
 - leave computers ready for the next user to log in;
 - not leave programs running on computers when you leave;
 - not leave rubbish or paper lying around computers;
 - replace furniture and equipment to normal positions when you leave.

3. Conditions of Use

3.1 General

Students must not:

- Use abusive or obscene language in any communications
- Steal any equipment
- Deliberately or carelessly cause damage to any equipment
- Interfere with or change any software settings
- Attempt to access or do anything to other people's files
- Attempt to get around or reduce network security
- Store unauthorised types of files in their own home directories
- Waste resources
- Send "spam" (bulk and/or unsolicited e-mail)
- Send email that could be considered as bullying (ie Cyber Bullying)
- Reveal personal information about any student or staff member in any communications
- Deliberately enter, or remain in, web sites containing objectionable material
- Knowingly infringe copyright and privacy laws

3.2. Computer Hardware

Computer facilities are expensive, sensitive and must be treated carefully.

Students must not:

- Do anything likely to cause damage to any equipment, deliberately or not
- Mark or deface any equipment
- Interfere with networking equipment such as hubs
- Eat or drink near any school computer resources
- Use CD/DVD drives and USB devices for non-educational purposes

Students must not, without permission:

- Attempt to repair equipment without permission
- Unplug cables or equipment
- Move equipment to another place
- Remove any covers or panels
- Disassemble any equipment
- Disable the operation of any equipment

Students must report any damage or fault to their teacher or ICT services as soon as possible.

Students must also report other people breaking these rules.

Regardless of the real or supposed levels of understanding, students are NOT authorised to attempt the repair or adjustment of any school hardware or software. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an authorised person (eg ICT Services).

3.3. Software and Operating Systems

Computer operating systems and other software must be set up properly for computers to be useful and to operate at optimum levels.

Students will not:

- Change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings etc) without permission
- Bring or download unauthorised programs, including games, to school or run them on school computers.
- Delete, add or alter any configuration files
- Copy any copyrighted software to or from any computer, or duplicate such software
- Deliberately introduce any virus or program that reduces system security or effectiveness

3.4. Networks

Network accounts are to be used only by the authorised owner of the account. Any files stored on the school network must be for educational purposes only. The network is not to be used to store private files.

If students find a computer logged in, they must not do anything in that account except log out.

Students are advised to make copies of their work at the end of each year. The school will exercise due care with the implementation of suitable backups, but will not be held responsible for lost data.

Students must not:

- Attempt to log into the network with any user name or password that is not their own, or change any other password
- Reveal their password to anyone except teachers and ICT staff. Students are responsible for everything done using their accounts.
- Use or possess any program designed to reduce network security
- Enter any other person's home directory or do anything to other people's files
- Attempt to alter any person's access rights
- Intentionally seek information on other people's network account
- Store the following types of files in their folder, without permission from the Network Administrator or ICT Coordinator:
 - Program files (EXE, COM)
 - Compressed files (ZIP, ARJ, LHZ, ARJ, TAR etc)
 - Picture files, unless they are required by a subject
 - Obscene material – pictures or text
 - Obscene filenames
 - Insulting material
 - Password protected files
 - Copyrighted material

3.5. Printing

Students must minimise printing at all times by print previewing, editing on screen rather than on printouts and spell-checking before printing.

All student printing is to be done on black/white laser printers. Access to colour printing and photocopiers is restricted to staff only.

Students must not load paper into printers without permission. Paper that is pre-used, torn, creased, damp, irregularly shaped/sized or unsuitable for laser printers should not be used.

3.6. Internet Usage

Internet access has been provided to assist students' learning. Students must use it only with permission, and not in any unauthorised way. It is not intended for entertainment.

Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate. To this end, filtering software has been placed on the Internet links. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/guardians.

The school is aware that definitions of "offensive" and "inappropriate" will vary considerably between cultures and individuals. The school is also aware that no security system is perfect and that there is always the possibility of inappropriate material, intentionally and unintentionally, being obtained and displayed.

It is the responsibility of the school to:-

- provide the students with guidelines and training on the use of the Internet
- make users aware of the school Acceptable Use Policy for ICT
- take action to block the further display of offensive or inappropriate material that has appeared on the Internet links

Students and teachers are asked to report any inappropriate or offensive material able to be accessed to ICT Services so that appropriate action can be taken.

3.6.1 Email

Electronic mail is a valuable tool for personal and official communication both within the school network and on the Internet. Students and staff are encouraged to use it and take advantage of its special features. As with all privileges its use involves responsibilities.

Since students are provided with free email accounts by the school, no other email accounts (eg Hotmail) may be used at the school. If students have other accounts, these must be checked at home.

Throughout the Internet there are accepted practices known as Netiquette which should be followed. The following points should be noted:

- Use appropriate language and be polite in your messages. Do not be insulting, abusive, swear or use vulgarities.
- Never write hate mail, chain letters, harassing or discriminatory remarks or other anti-social messages. Therefore, messages must not contain obscene comments, threats, sexually explicit material or expressions of bigotry or hate.

- Email is not guaranteed to be private. ICT Services do have access to all files including email.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Teachers will set their own guidelines for use of electronic mail in class time in order to support teaching and learning.

Students will not:

- send offensive mail
- send unsolicited mail to multiple recipients ("spam")
- send significantly large attachments
- use email for illegal, immoral or unethical purposes
- use any program designed to send anonymous mail

3.6.2 Chat

Real-time chat programs (eg MSN, ICQ, etc) are **not** permitted to be used by students at school.

3.6.3 World Wide Web

The World Wide Web is a vast source of material of all sorts of quality and content. The school will exercise all care in protecting students from offensive material, but the final responsibility must lie with students.

- Students will not deliberately enter or remain in any site that has any of the following content:
 - Nudity and obscene language
 - Violence
 - Racism
 - Information on, or encouragement to commit any crime
 - Information on making or using weapons, boobytraps, dangerous practical jokes or "revenge" methods
 - Any other material that the student's parents or guardians have forbidden them to see
- If students encounter any such site, they must immediately turn off the computer monitor (not the computer itself) and notify a teacher. Students should not show their friends the site first.
- The school Internet service must not be used for commercial purposes or for profit.

- The Internet must not be used for illegal purposes such as spreading computer viruses or distributing/receiving software that is not in the public domain.
- It is inappropriate to act as though you intend to break the law e.g. by attempting to guess a password or trying to gain unauthorised access to remote computers. Even if such attempts are not seriously intended to succeed, they will be considered serious offences.
- Interactive use of the Internet should ensure that there is no possibility of the transmission of viruses or programs, which are harmful to another user's data or equipment.

Copyright is a complex issue that is not fully resolved as far as the Internet is concerned. It is customary to acknowledge sources of any material quoted directly and it is a breach of copyright to transmit another user's document without their prior knowledge and permission. This includes the use of images and text. It is safest to assume *all* content on web sites is the legal property of the creator of the page unless otherwise noted by the creator.

3.6.4 School Website

Material placed onto the school web site must:

- be checked for appropriateness and (as far as possible) accuracy
- not violate copyright
- have the written permission of a parent/guardian if the parent or guardian has requested such a veto
- not contain the full name accompanied by an image
- not contain the home address or home phone number of an individual
- not contain the email address or web address of a student

4. Penalties

A consequence of breaking the rules may include one or more of the following:

- Temporary ban on using computers
- Removal of email privileges
- Removal of internet access privileges
- Removal of network access
- Paying to replace damaged equipment

Any student who does not follow the rules will be reported to ICT Coordinator and Network Administrator who will then contact the parents in writing.

More than one penalty may apply for any given offence. Serious or repeated offences will result in stronger penalties.