Jells Park Primary School

Digital Learning Policy

(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 school office 9560 6494.

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, 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 Jells Park 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:

- Jells Park 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.

Jells 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 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.

Personal Devices at Jells Park Primary School

Classes at Jells Park Primary School are delivered with the use of iPads/tablets/notebook/desktop computers. Students in years 4 to 6 are invited to must bring a charged laptop to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students are required to must bring their own purchased or leased device with them to school each day. Jells Park Primary School has special arrangements with a hardware supplier that offers discounted prices for the lease or purchase of devices for Jells Park Primary School students.

Students are required to have their own device that must:

- Windows 10 or 11 based device **(Apple devices are NOT supported)**
- Robust netbook with a screen size of approx. 11 – 13 inches
- Solid State Drive with 128GB or bigger
- Min. 4GB RAM
- Intel Celeron Processor

- o Ethernet Port
- o Integrated webcam
- o Dual Band Wireless 2.4/5GHz
- o Battery life good for at least whole school day as there will be no charging at school.

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.

Jells Park Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Students that do not provide their own BYOD device will have access to school owned devices to be used at school and cannot be taken home.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school Business Manager or Principal on 9560 6494

Foundation to Year 3 Devices

Student in Foundation to level 3 will have access to trollies of laptops provided to them by Jells Park Primary School. This device is to remain at school. There may be occasions where Jells Park Primary School will issue laptops to students who are in need during remote learning. Agreements are signed but no fee is charged for the usage.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Jells Park 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 Jells 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
- 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
- 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 the School Technician 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 Jells Park 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), Jells Park 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 device 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.

SOCIAL MEDIA

Jells Park Primary School Facebook page aims to:

- Grow our school and community's understanding of social media and to make connecting with our school more convenient for our families.
- Allow our community to keep up to date with activities through a medium which is preferred by many.
- Build our school community by building our school spirit.
- Provide a positive focus for our school and bring everyone's attention to the things we do that make our school community
- note: the capacity to comment on the Facebook page is filtered by the school

Our school acknowledges that there are increasing numbers of people using social networking sites. The widespread availability and use of social networking applications brings opportunities to understand, engage, and communicate with audiences in new ways.

The school reserves the right to suspend or cease using Social Media at the discretion of staff and our school council. Where there are issues of a potentially serious criminal nature such as threats or inappropriate comments, the matter will be referred directly to the relevant governing body.

IDENTIFIABLE ACCOUNTS

All users (following or commenting) interacting with Jells Park Primary School's Social Media page, must do so using a Social Media account that is identifiable

POSTING COMMENTS

Jells Park Primary School encourages families to share positive comments in relation to current events. We remind members of our community that there are many issues which are best dealt with privately, in consultation with relevant staff members. Issues involving students or staff must not be raised on our Social Media page. When comments are made, we are happy for people to register their support through a Social Media comment or a 'like'. We will, however, not support interactions that incite negative sentiments. Names of staff, students, or school community members must not be used in any negative postings

WHEN CAN I USE NAMES IN POSTS?

You can use names in posts when you wish to acknowledge someone's great work or community contribution. Our philosophy is that our Social Media page will be used to build our school spirit, inform our community about our work, and connect people. The school commits to acknowledging students only by their first names in any post.

POSTING VIDEOS AND/OR PHOTOS OF STUDENTS

Only the Social Media page administrator is authorised to post photos and/or video of students in line with existing privacy consents.

HOW TO INTERACT WITH THE SOCIAL MEDIA PAGE

Initially, users will be able to comment on the school's postings and on comments made by other users. Users will also be able to 'like' or post a comment by clicking on a button. Users will not be able to author a posting of their own or load media such as video or photos

- note: the capacity to comment on the Facebook page is filtered by the school

UNDERAGE SOCIAL MEDIA USERS

Jells Park Primary School does not endorse children under the age of thirteen years of age (a threshold imposed by Social Media), having their own Social Media account. We encourage children, under parental supervision, to view our school's Social Media page and contribute to content. We believe the conduct of our community members on our Social Media page will serve as a role model for our students on how to behave in social media spaces

MODERATION AND BLOCKLISTING

Jells Park Primary School reserves the right to set the strength level of the Social Media profanity filter and to add additional words and names to the page's blocklist. The school reserves the right to remove third-party posts deemed to be offensive, vexatious or negative in nature; and to block any user who offends in this manner.

Actions resulting in deliberate breaches to this policy may include prohibiting a user from interacting on the school's Social Media page

PRIVACY

Parental consent for the use of student names and photos will be obtained on an annual basis

RELATED DOCUMENTS Using Social Media: Guide for DET Employees
http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

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
- Parent portal in Sentral
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- 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

POLICY REVIEW AND APPROVAL

Policy last reviewed	23rd March 2022
Consultation	Consultation with council members at the School Council meeting 23rd march 2022
Approved by	Principal and School Council 23rd March 2022
Next scheduled review date	October 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Learning Technologies Consent

Jells Park Primary School has a set of guidelines designed to assist the staff, students and parents with the appropriate use of Learning Technologies at school and in the community. Discussion about these guidelines and responsible use of Learning Technologies, in particular the Internet, is held in all classes as part of our cyber safety curriculum.

At Jells Park Primary School we:

* Have programs in place 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;

o See: Duty of Care and Supervision

(https://www2.education.vic.gov.au/pal/cybersafety/policy)

* 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. The following resources provide current

information from both the Department of Education & Training and The Children's eSafety Commission:

o Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

o eSafetyParent | Office of the Children's eSafety Commissioner

 (https://www.esafety.gov.au/education-resources/iparent)

We ask that you read this document with your child and discuss the behaviors that responsible use of this resource requires.

The Learning Technologies Guidelines will also be discussed with your child at school and teachers will ask students to sign their name as an indication of their acceptance and understanding of this document.

The Learning Technologies Guidelines are as follows:

* All equipment is to be treated with care.

* Settings on the computers and school owned iPads and laptops are not to be altered.

* Only software and Apps owned by the school is to be loaded onto school owned devices

* The Internet and all learning technologies is to be used for educational purposes only and only appropriate sites are to be used. The DET provides strict filtering through our secure network.

* Before downloading or printing from the Internet permission must be obtained from a teacher.

* If any information, which is unsuitable or makes a student uncomfortable appears on the computer a teacher must be notified immediately.

* Under no circumstances will a student alter another student's digital work without their permission.

* Email is to be used only for educational purposes and teachers will strictly dictate its use.

* Passwords must be kept confidential and not shared with other students.

* All students must comply with our acceptable photography practice of requesting consent before taking a photo.

* Photography of any of our school community members is not to be published to the Internet outside of school.

* Under no circumstances are students allowed to circumnavigate network security.

* While at school, student owned 'BYO' devices are bound by the school's policies and guidelines (see below).

At Jells Park Primary School we are dedicated to a dynamic and effective Learning Technologies program. Your support with this important matter will assist us to continue this development and to ensure the safety of all our students.

Appropriate consequences will be enacted if deliberate misuse by a student damages equipment or compromises the safety or wellbeing of another student, staff member or member of the community.

Levels 4, 5 and 6 BYO Device Program - STUDENT DEVICE CARE AND RESPONSIBILITIES

* Devices need to come to school charged and ready for school use every day

* Devices are not to be taken outside at recess or lunchtime

* Devices are not to be left out on display at recess or lunchtime

* Devices are not to be left unattended on the floor at any time

* All installed apps and games are to be used in compliance with teacher instruction.

* All students using BYO devices must sign JPPS Learning Technologies Guidelines

* All students must comply with the JPPS Learning Technologies Guidelines