Donnybrook 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 Administration on 8407 8099.

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
(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 when using digital technology
(f) our school prioritises the safety of students whilst they are using digital technologies.

SCOPE

This policy applies to all students and staff at Donnybrook 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:

- Donnybrook 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 access to digital technologies, students benefit from learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create quality content, resources, and tools. It enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving collaboration and communication.

Donnybrook 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 a globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Donnybrook Primary School

Donnybrook Primary School does not operate a Bring Your Own Device (BYOD) program. Students are not able to bring their personal devices to school. The school provides iPads or laptops to students in class, as necessary.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Donnybrook Primary School, 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 Donnybrook 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. We are an eSmart School and incorporate the resources and support materials from this program in both our Social-Emotional Learning program (through a weekly one-hour lesson) and our Start Up program at the beginning of each year (which is reviewed at the beginning of each term and each semester as necessary).

- 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 Wellbeing 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 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, 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Our school uses Compass as a whole-school administration and communication platform and to provide ongoing and continuous feedback on student learning.

Our school uses Class Dojo to support teacher communication with parents and teacher communication with students during periods of remote learning or during student absences. In these circumstances students are able to easily upload work to the portfolio section of the app and receive teacher feedback on learning tasks.

Parents and carers are welcome to contact the Principal if they have any concerns about participating in Compass or Class Dojo.

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 Donnybrook Primary School's Statement of Values and School Philosophy, 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), Donnybrook Primary School will institute a staged response, consistent with our Student Wellbeing and 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.

Remote Learning and digital technologies

Donnybrook Primary School is committed to using digital technologies as central to our approach to any period of remote and flexible learning. These technologies support the school to:

- deliver an online curriculum through the provision of learning tasks
- support students to submit learning tasks for teacher feedback
- support teachers to provide feedback to students and families on student learning
- enable students to connect with their classroom teacher and classmates in an online learning environment
- develop and maintain positive relationships in an online learning environment
- model and develop positive and respectful online behaviours.

Remote and flexible learning environments may present barriers to access which are not apparent or not as prevalent in the onsite school setting. These may include financial, cultural or language barriers which prevent students from easily accessing an online learning environment. Donnybrook Primary School is committed to reducing these barriers through the provision of:

- school and DET supplied devices to students, where available (including iPads, laptops and internet connection devices - dongles)

- ongoing support for parents and carers through direct communication with classroom teachers and other school staff to assist students and families to access our online learning environments.

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 meetings as required
- included in our staff handbook
- discussed at parent information sessions
- included in transition and enrolment packs
- discussed at student forums
- made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2025
Approved by	School Council
Next scheduled review date	

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Donnybrook
Primary School

School Profile Statement

At Donnybrook 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 Wellbeing and Engagement Policy** that outlines our school's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies, using the resources of the eSmart program.
- 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;
    - 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:
    - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - eSafetyParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

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 do not 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
- do not deliberately search for something rude or violent
- turn off or close the screen if I see something I do not like and tell a trusted adult
- am careful with the equipment I use.

At school we/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

My ideas on safe and responsible behaviour

When I use digital technologies, **I communicate respectfully.** This means I:

(write or draw…)

When I use digital technologies, I **protect personal information.** This means I:

(write or draw…)

When I use digital technologies, I **respect myself and others.** This means I:

(write or draw…)

Donnybrook
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Student Agreement

(Principal or teacher)

acknowledges the commitment of

(student)

to being a polite, safe, responsible, and ethical user of

digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.

I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Teacher/Principal's signature

Date

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature:_____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____