



DIGITAL LEARNING POLICY (Internet, Social Media & Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office (03) 5249 1382 or visit the school at 605 Barrabool Road, Ceres 3221.

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 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 Ceres 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 also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Ceres 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)





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- [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

Ceres Primary School uses digital technologies across a range of subjects as it is a mandated component of the Victorian Curriculum, from Foundation to Grade 6 and beyond.

Safe and appropriate use of digital technologies enables students to expand their learning and opportunities to show their understanding in many ways. This includes using specific applications on the iPad such as SeeSaw.

Digital technologies allow students to interact and create high quality resources and tools to support their learning. Through specific applications, students can complete appropriate assessments that inform reporting and receive timely feedback.

Ceres Primary School believes that using digital technologies at school provides students with the opportunity to thrive in society and the interconnected world. Students spend lots of time focusing on our Super 7 ‘Safety’ and how this relates to using digital technologies appropriately both at school and at home.

Personal Devices at Ceres Primary School

Ceres Primary School uses a ‘Bring Your Own Device’ (BYOD) program and some classes may be taught with the use of iPads.

Parents are invited to purchase a device for their child to bring to school. 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 iPad to school, students should ensure that it:

- Is fully charged.
- Is protected by a case

A digital technologies coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students. The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked. All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked. Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights. Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.

Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student’s first name and last initial will be used. Students purchase their own iPads and take them home each night.





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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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office on (03) 5249 1382 .

Safe and Appropriate use of Digital Technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Ceres 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 Ceres 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 having visits from Robbie Noggler annually (a local police officer) and other eSafety incursions, including Life Education.
- 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 that all students and families sign at the beginning of the year.
- 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.

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.





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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 Ceres 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), Ceres 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 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.
- Available for staff through the network drive.
- 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	01/10//2022
Consultation (Mandatory)	
Approved by	Principal





CERES PRIMARY SCHOOL

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Next scheduled review date
(must be at least every 2 years)

01/10/2024

