

Digital Learning Policy (Internet, Social Media and Digital Devices)

CONSULTATION

April 2021

REVIEW

March 2024

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 or insert other appropriate programs as relevant to your 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 Southern Cross 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:

- [Southern Cross Primary School 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.

At Southern Cross Primary School, Digital Technology use is embedded into everyday teaching and learning.

Southern Cross Primary School operates in a 1:1 learning model with the use of laptop computers from year levels 3-6. Each class is designated their own set of laptops to use for the entire year. From there, each student is designated their own laptop to work on throughout the year. They are responsible for keeping it charged, clean and safe whilst on school grounds. This program ensures students are able to create websites, blog about their experiences and research information. Cyber safety is taught every week during this time, helping students protect their identities and stay safe in an online environment.

The ICT room have their own set of laptops, which are frequently used throughout a lesson. From Foundation to Grade 2, they have access to a spare set of laptops (ICT) which can be borrowed at any stage throughout the day. Once borrowed, they are returned to the ICT room. All Junior School students attend a specialist session every week. During these sessions students focus on developing their cyber safety knowledge, their typing/navigating skills and increasing their ability to design websites.

Mobile Phone Policy

Purpose

- To explain to our school community the Department's and Southern Cross Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

Scope

This policy applies to:

1. All students at Southern Cross Primary School and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.

Policy

Southern Cross Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Southern Cross Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the school office, during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Personal mobile phone use

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones must not be used at Southern Cross Primary School during school hours, including lunchtime and recess, unless an exception has been granted. Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Secure storage

Mobile devices owned by students at Southern Cross Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Southern Cross Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's

Personal Goods policy.

Where students bring a mobile phone to school, Southern Cross Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Southern Cross Primary School students are required to store their phones in the school administration office

Enforcement

Students who use their personal mobile phones inappropriately at Southern Cross Primary School may be issued with consequences consistent with our school's existing Student Engagement At Southern Cross Primary School inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets or changing rooms during exams and assessments

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
- Health and wellbeing-related exceptions; and
- Exceptions related to managing risk when students are offsite can be granted by the principal, or by the teacher for that class, in accordance with the Department's

Mobile Phones Policy.

The three categories of exceptions allowed under the Department's Mobile Phones Policy are:

1. Learning-related exceptions

- Specific exception Documentation
- For specific learning activities (class-based exception) Unit of work, learning sequence
- For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty
Individual Learning Plan, Individual Education

Plan

2. Health and wellbeing-related exceptions

- Specific exception Documentation
- Students with a health condition Student Health Support Plan
- Students who are Young Carers A localised student record

3. Exceptions related to managing risk when students are offsite

- Specific exception Documentation
- Travelling to and from excursions Risk assessment planning documentation

- Students on excursions and camps Risk assessment planning documentation
- When students are offsite (not on school grounds) and unsupervised with parental permission
- Risk assessment planning documentation
- Students with a dual enrolment or who need to undertake intercampus travel
- Risk assessment planning documentation
- Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Southern Cross Primary School will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Exclusions

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Southern Cross 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 Southern Cross 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 our e-Smart cyber safety program
- 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.

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 Assistant Principal and the IT Administrator immediately.

Social media use

Southern Cross Primary 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.

Southern Cross Primary School has asked and has been granted permission for students to appear on our social media through a course confirmation on Compass. Our school utilises social media (Assistant Principal with the only person with access), which is used to promote the school through a weekly wrap video, along with direct promotional videos such as enrolment and programs offered. No students faces are filmed or published through these medians.

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 Example School's, [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), Southern Cross 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
- removal of use of technology privileges which can be earned back through e-Smart Program.
- other consequences as outlined in the school's [Student Wellbeing and Engagement](#) and [Bullying Prevention](#) policies.

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement: Example - Grade 5/6.

- Prep, Grade 1/2 & Grade 3/4 have their own personalised agreements.



29/1/2021

TECHNOLOGY CONSENT

Dear Parents/Guardians,

In line with the Victorian Curriculum and Department guide lines we are required to increase our use of Information and Communications Technology (ICT). To ensure we meet these guidelines we will be continuing to implement programs over the coming year. These programs are **safe, secure** and will at **all times** be **monitored** by the classroom teacher. They will allow students to share their ideas with their peers, seek assistance from teachers and learn vital skills required for future use.

The following programs will be used to support the students understanding of how to protect their identities and remain safe in an online environment.

Below you will find a list of the programs used for your child's individual level.

Grade 5 & 6:

Weebly Education- This is a private website builder that does not require email addresses. The teachers are able to control what information is placed on these webpages and these will not be made public.

Schoology- A free and secure online learning platform where teachers and students can collaborate, share content, and use educational apps to supplement in-class learning. In this private learning environment that is managed by the teacher, students can only interact with others in the class. Schoology provides a safe and easy way to support learning beyond the classroom, and help students develop important online skills.

On Schoology, students will be able to:

- Participate in class or group discussions that are monitored by the teacher (students cannot send private messages to other students)
- Communicate directly with the teacher after school to ask questions and get help with work
- Keep track of important due dates, events, and tasks
- Receive and turn in assignments and quizzes
- View missed work when absent from class
- Access files, links, and resources provided by the teacher
- Access Schoology from any computer or mobile device with Internet capabilities and receive notification reminders via email or text (optional)

Global2- A classroom blog, monitored by the teacher at all times, allowing students to discuss work and provide feedback to their peers.

A range of coding/programming sites and apps- Students will be required to explore coding, algorithms and the importance of basic, step by step instructions. These will include, but are not limited to, activities on the Elementary Computer Programming website and the Brain Pop website

A range of online presentation creating programs – Students are encouraged to discover new ways to present information. Some of these web based programs include, but are not limited to, ‘Prezi’, ‘Zoho Shows’, ‘Powtoon’ and ‘eMaze’

Kahootz – An online, interactive, whole class quiz game where students can use premade, or create their own quizzes on a range of different topic areas.

Drop Box- A program that allows students to work on the same online document, both at school and at home.

Email- Students will continue to email staff and they will use these emails to create accounts for Schoology.

Essential Assessment – Assessment done online

Schoology- Teacher moderated interactive forum which is used by students and monitored by teachers. All the comments and posts must be approved by a teacher before being seen by the group.

As we are now an accredited eSmart school we will also be running a cyber-safety unit each term. In addition to the technology consent, we have attached an eSmart agreement, to be signed by students and their parents/guardians.

We would be delighted if you would like come and see us for more information or to clarify any of the programs to be used.

Thank you for your support,

Jordan Finlayson

Averil Nunn

E-Smart Co-ordinator

Principal

Technology Consent Form

I (Parent/Guardian)_____ have discussed the appropriate online conduct with my child_____ and consent to them participating in programs appropriate for their level.

I (Student)_____ have discussed my understanding of how to be cyber smart with my parents/guardians and will demonstrate this when using online programs.

Parent Name

Student Name

Parent Signature

Student Signature

Southern Cross Primary School

eSmart agreement 2021

- Do not use computers without asking permission from teachers
- Do not go on rude websites/view inappropriate material
- Do not talk to strangers online (e.g. If you are playing online games like Minecraft/Club Penguin or Clash of Clans etc.)
- Do not give personal details to someone (password, phone number, bank details, address etc.)
- When creating passwords make them complex (i.e. using numbers, letters and symbols)
- Make sure you remember your login details (username and password)
- **Do not use social network sites unless you are 13 or older (Eg: Facebook, Instagram, Snapchat, What's App, Tik Tok etc)**
- If you are being cyberbullied or see inappropriate material, immediately tell a parent, guardian or teacher.
- Do not buy items online unless you are given permission
- Beware of online SCAMS!
- Report any bad behaviour when you are online and if necessary block accounts
- Add people that you know to games, not friends of friends of friends!
- Make sure account profiles are set to 'PRIVATE'
- Beware of fake people online
- Think about what you are posting online, so you don't hurt other people's feelings
- Always ask permission to take photos of other people and when you are posting photos online
- Do not take photos of yourself with your school uniform on
- Ask permission before using YouTube
- When using the school computers be aware/careful of viruses
- Treat our school computers with respect because it is the schools property i.e. Not eating/drinking around computers.
- Be patient/calm when using our school computers
- Do not put unwanted material on the school computers, as well as delete school programs/material
- Show mutual respect when online, do not hack into others accounts (Treat others the way you would want to be treated)
- If you are confused or do not know how to use computers, ask a teacher or ICT captains

I have read and agree to the above guidelines.

(Student Signature)

(Classroom Teacher Signature)

(Parent Signature)

(Principal Signature)