MOSSGIEL PARK PRIMARY SCHOOL

Digital Learning

(Internet, Social Media and Digital Devices)

**Purpose**

To ensure that all students and members of our school community understand:

1. 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]
2. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
3. 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
4. our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
6. our school prioritises the safety of students whilst they are using digital technologies

**Scope**

This policy applies to all students and staff at Mossgiel Park Primary

Staff use of technology is also governed by the following Department policies:

* [Acceptable Use Policy for ICT Resources](https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview)
* [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
* [Digital Learning in Schools](https://www2.education.vic.gov.au/pal/digital-learning/policy) and
* [Social Media Use to Support Student Learning](https://www2.education.vic.gov.au/pal/social-media/policy).

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

* Mossgiel Park Primary’s Child Safety Code of Conduct
* [The Victorian Teaching Profession Code of Conduct](https://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) (teaching staff)
* [Code of Conduct for Victorian Sector Employees](https://www2.education.vic.gov.au/pal/code-conduct/overview) (staff)
* [Code of Conduct for Directors of Victorian Public Entities](https://www2.education.vic.gov.au/pal/school-council-conduct/policy) (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.

Mossgiel Park Primary 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 Mossgiel Park Primary, 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 Mossgiel 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, including [insert details of specific programs]
* 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.

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

### **Social Media Use**

Our school follows the Department’s policy on [Social Media Use to Support Learning](https://www2.education.vic.gov.au/pal/social-media/policy) 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 Mossgiel 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), Mossgiel 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 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 and child safety training processes
* Discussed at staff briefings/meetings as required
* Included in our staff handbook/manual
* Included in transition and enrolment packs
* Made available in hard copy from school administration upon request

**Policy Review and Approval**

|  |  |
| --- | --- |
| Policy last reviewed | August, 2022 |
| Consultation | School Council |
| Approved by | Principal |
| Next scheduled review date | August 2024 |

**ANNEXURE A: Acceptable Use Agreement**

### **ICT ACCEPTABLE USE & CYBER SAFETY**

### **MOSSGIEL PARK PS**

*******ICT Acceptable Use Agreement***

[](https://www.google.com.au/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=0ahUKEwj6zuiC_pnYAhUCFJQKHWL7BgoQjRwIBw&url=https://www.walmart.com/ip/Lightahead-DV-Series-HD-720P-Digital-Video-Camera-with-4x-Digital-Zoom-2-7-Inch-LCD-With-Hand-Strap-Cloth-Bag-Red/112345825&psig=AOvVaw2KabaEzdQMvAOPzkHlO5Ui&ust=1513907214410138)***For Students***

**This document is comprised of this cover page and three sections:**

**Section A: Introduction**

**Section B: Cyber safety Rules for Primary Students**

**Section C: ICT Acceptable Use Agreement Form.**

**Instructions for parents\*/caregivers/legal guardians**

1. Please read sections A and B carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cyber safety rules with your child.
3. Sign the use agreement form (Section C) and return that page to the school office.
4. Please keep Sections A and B for future reference.

**\* The term ‘parent’ used throughout this document also refers to legal guardians and caregivers.**

***Important terms used in this document:***

1. *The abbreviation* ***‘ICT’*** *in this document refers to the term ‘Information and Communication Technologies’*
2. ***‘Cyber safety’*** *refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
3. ***‘School ICT’*** *refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
4. *The term* ***‘ICT equipment/devices’*** *used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), mobile tablets (iPads), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
5. *‘****Objectionable****’ in this agreement means material that deals with matters such as sex, cruelty, racism or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

***Additional information can be found on NetSafe’s website https://www.netsafe.org.nz/***

**SECTION A**

***Introduction***

The measures to ensure the cyber safety of Mossgiel Park PS outlined in this document are based on our core values.

The school’s computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Mossgiel Park PS and to the effective operation of the school.

Our school has rigorous cyber safety practices in place, which include cyber safety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cyber safety culture which is in keeping with the values of the school (Respect, Acceptance of Others, Compassion and Caring, Honesty, Persistence and Determination, Cooperation and Responsibility) and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school’s computer network, Internet access facilities, computers, iPads and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school and used on *or* off the school site.

The school may monitor traffic and material sent and received using the school’s ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

**SECTION B**

***Rules to help keep Mossgiel Park PS Students***

***Cyber Safe***

***As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:***

1. I cannot use school ICT equipment until my parent(s) and I have signed my use agreement form (see last page) and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my schoolwork.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. If I have my own username, I will log on only with that username. I will not allow anyone else to use my username.
5. I will not tell anyone else my password.
6. I can only go online or access the Internet at school when a teacher gives permission, and an adult is present.
7. I understand that I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or racist, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a ‘joke’. This includes the use of my personal devices at home or school.
8. While at school, I will not:
   * Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or racist or uses unacceptable language such as swearing
   * Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything mean or racist or rude or things I know are not acceptable at our school on any ICT devices, I will:

* Not show others.
* Turn off the screen; and
* Get a teacher straight away.

1. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.
2. I must have a letter from home and permission from school before I bring any ICT equipment/device from home. This includes things like mobile phones, iPads, iPods, games, cameras, USB drives and other devices.
3. I will not connect any device (such as a USB drive, tablet, camera or phone) to school ICT or run any software, without a teacher’s permission. This includes all wireless technologies.
4. The school cyber safety rules apply to any devices brought to school like a mobile phone or tablet.
5. I will ask my teacher’s permission before giving out any personal information online. I will also get permission from any other person involved.

**Personal Information includes:**

* + **Name**
  + **Address**
  + **Email address**
  + **Phone numbers**
  + **Photos or video**
  + **Usernames**
  + **Passwords**

1. I will respect all school lCT and will treat all ICT equipment/devices with care. This includes:
   * Not intentionally disrupting the smooth running of any school ICT systems
   * Not attempting to hack or gain unauthorised access to any system
   * Following all school cyber safety rules, and not joining in if other students choose to be irresponsible with ICT
   * Reporting any breakages/damage to a staff member.
2. I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

**SECTION C**

***Mossgiel Park PS Primary***

***ICT Acceptable Use Agreement Form***

**To the parent/caregiver/legal guardian, please:**

1. **Read this page carefully** to check that you understand your responsibilities under this agreement
2. **Sign the appropriate section on this form**
3. **Detach and return this form to the school office**
4. **Keep the document for future reference**, as well as the copy of this signed page which the school will provide.

**I understand that Mossgiel Park PS will:**

* Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, racist, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school-related activities
* Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace while at school, home and in the wider community
* Keep a copy of this signed use agreement on file
* Respond to any breaches in an appropriate manner
* Welcome enquiries from parents or students about cyber safety issues.

**My responsibilities include:**

* I will read this cyber safety use agreement document
* I will discuss the information with my child and explain why it is important
* I will return the signed agreement to the school
* I will support the school’s cyber safety programme by encouraging my child to follow the cyber safety rules, and to always ask the teacher if they are unsure about any use of ICT
* I will model a safe and responsible use of ICT, social media and cyber tools at home and in the community and use it appropriately at all times
* I will contact the Principal, Cyber Safety Co-ordinator or Area Coordinator to discuss any questions I might have about cyber safety and/or this use agreement.
* I will monitor my child’s use of all ICT and social media platforms at home and ensure that it is used appropriately.

***Additional information can be found on the NetSafe website https://www.netsafe.org.nz/***

Please detach and return this section to school.

**I have read this ICT acceptable use agreement and I am aware of the school’s initiatives to maintain a cyber safe learning environment, including my child’s responsibilities.**

**Name of student:** …………………………………………….  **Student’s signature:** ……………………………...

**Name of parent/caregiver/legal guardian:** ………………………………………………………………………..

**Parent’s signature:** ……………………………………………………………. **Date**: ……………………………

**Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.**