

**Help for non-English speakers**

If you need help to understand the information in this policy please contact the school office by phoning 03 9786 5197 or emailing Seaford.park.ps@education.vic.gov.au.

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 (Prep – Year 2: Ipads; Years 3-6: Laptops)
- (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 Seaford 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:

- Example 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.

Seaford Park Primary School believes that digital technologies including the internet, apps, computers and Ipads provides students with rich educational opportunities to support learning and development in a range of ways

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Our 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 for our students to embrace change and the opportunities that it brings, and use technology wisely to enrich and express our learning.

PERSONAL DEVICES AT SEAFORD PARK PRIMARY SCHOOL

Seaford Park Primary School has a 1-to-1 learning model in place to ensure every student has access to a device at school. Students in Prep to Year 2 are provided with a school allocated iPad and those in Years 3 to 6 work on laptops. Devices are left at school and are accessible by the students when required to complete work tasks and assessments. Each device is labelled with the student's name and/or initial.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Seaford 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 Seaford 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 cyber safety lessons at the beginning of every academic year.
- 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 (see Appendix 1)
- 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 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 a member of staff 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.

Seaford Park Primary School often uses Facebook to communicate with parents, celebrate achievements, etc. Parents are required to provide permission for their child(ren) to be included (photograph and first name) as part of our annual permissions processes at the beginning of each school year.

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 Seaford 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), Seaford 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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in the school newsletter
- Made available in hard copy from the school office
- Included in the annual permissions at the beginning of each school year.

FURTHER INFORMATION AND RESOURCES

Policy last reviewed	Term 3, 2022
Consultation	Student Leaders Wellbeing and Engagement Subcommittee

	School Council
Approved by	Principal
Next scheduled review date	Term 3, 2024

APPENDIX A: ACCEPTABLE USE AGREEMENT

At Seaford Park Primary School, our learners are at the centre of our actions, decisions and interactions. We celebrate diversity and embrace the social nature of learning within a culture of high expectations.

When I use digital technologies, I demonstrate our school value of the *social nature of learning* in the following ways.

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.
- 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.

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
- Protecting my friends' information
- Protecting my passwords and not sharing them with anybody except my parent/guardian
- Only ever joining spaces with my parents' or teachers' guidance and permission
- Never answering questions online that ask for my personal information
- Knowing not to post three or more pieces of identifiable information about myself

I respect myself and others by:

- Thinking about what I share or post online
- Not sharing or posting the link (or password) to video conferencing meetings with others offline in public communications or online on public websites or social media forums
- Using spaces or sites that are appropriate and, if I am unsure, asking a trusted adult for help
- Protecting my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help
- Speaking to a trusted adult if someone is unkind to me or if I know somebody else is upset or scared
- Not deliberately searching for something rude or violent
- Turning off or closing the screen if I see something I don't like and telling a trusted adult
- Being careful with the equipment I use

At school, we have discussed ways to be safe, responsible and ethical users of digital technologies. My ideas on safe and responsible behaviour include:

When I use digital technologies, I communicate respectfully by:

When I use digital technologies, I protect personal information by:

When I use digital technologies, I respect myself and others by:

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 Name:	Student's Signature:	Date:
Teacher's Name:	Teacher's Signature:	Date: