



Little River Primary School Digital Learning (Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand this policy, please contact Little River Primary School.

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

Scope

This policy applies to all students and staff at Little River 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:

- Little River 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.

Little River Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies can also expand the possibilities for our students to learn beyond the classroom, embracing opportunities for global connection. 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 between staff within and beyond our school.

Little River 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 our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely, appropriately and productively to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Little River Primary School

Students at Little River Primary School in Years Prep to 3 have access to shared, school owned iPads and laptops which are an integral part of their learning.

Students in Years 4 to 6 at Little River Primary participate in a 1-1 laptop program (with the device specifications annually reviewed) and utilise their devices across all curriculum areas to access and enhance the curriculum. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. Little River Primary School purchases these devices from DET approved suppliers on behalf of students and makes arrangements for parents to lease or purchase these from the school.

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.

Little River Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Gillian Light – gillian.light@education.vic.gov.au.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Little River Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity and rights of ourselves and others and promote positive, productive relationships for all, equipping students with the skills and knowledge to navigate the digital world.

At Little River 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
- incorporate education about safe, responsible and discerning use of digital technologies into our regular classroom 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 wherever possible
- 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. This is part of our start of year procedures and is discussed and embedded in the learning in all classrooms.

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 Gillian Light (Learning Specialist) 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.

Our school uses Seesaw across Years Prep to 6 as a student portfolio tool, enabling parents and families to see student learning including text, pictures and video. Parents and students are also able to comment on work. Parents are welcome to contact Gillian Light (gillian.light@education.vic.gov.au) if they have any questions or concerns about students participating in this forum.

Further information about tools and apps used at different grade levels will be regularly distributed to parents through Seesaw, our Sentral Parent portal and via newsletters. A [Digital Learning](#) section is also available on our website which is regularly reviewed and updated.

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 Little River 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), Little River Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students are dealt with through re-teaching of expectations (as per our School-Wide Positive Behaviour Support framework) and 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.
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Approval and review

Consultation	Staff / Community via website and newsletter
Approved by	Principal
Next scheduled review date	Term 3 - 2024