

Yarra Junction Primary School

School Number: 3216



DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Principal: Lisa Rankin

School Council President: Jess Newell

Approved by Principal:	<i>Lisa Rankin</i>
Approved by School Council President:	<i>Jess Newell</i>
Consultation:	<i>School Council</i> <i>School Consultative Team</i>
<i>Policy does not need School Council approval as YJPS does not ask for parent payments for electronic devices used to deliver the curriculum</i>	
Review Date (every 2 years)	16 / 6 /2027

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DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 shared and accessible devices for all students, as well as our BYO device policy.
- (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 Yarra Junction 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:

- Yarra Junction 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)

Yarra Junction Primary School's vision: to develop each child's social, emotional and academic growth by promoting our students to be creative, curious and critical thinkers within an engaging and connected learning environment.
Vision Statement: We care, We inspire, We Achieve

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.

Yarra Junction 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 and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Yarra Junction Primary School

Yarra Junction Primary School either owns devices or leases devices for student use at school.

Should a student require to bring their own device to access the curriculum a consultation process between the Principal, teacher and parent/carer is required. The decision for a student to bring their own device will be at the discretion of the Principal beyond consultation. 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Yarra Junction 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 Yarra Junction 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.
- 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.
- Have developed and implement an ICT Behaviour Framework that communicates to students' unacceptable online behaviour both in and outside of school. The framework (within this policy) outlines the number of offences by the student and the consequence.
- Have developed and implement an ICT student responsibility letter. The letter gives the student the opportunity to acknowledge their inappropriate online behaviour and consequence received. This letter is emailed to parents/carers and a student chronicle will be made with further details.

Distribution of school owned devices to students **will only be permitted** where students and their parents/carers have completed a signed Acceptable Use Agreement.

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](#) 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 Yarra Junction 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), Yarra Junction 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
- Available to our parent/carers on Compass
- Included in staff induction and child safety training processes
- Available to staff on our google drive
- Made available in hard copy from school administration upon request



ICT ACCEPTABLE USE AGREEMENT

I have read the Digital Learning Policy and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being renegotiated, suspended or revoked. I also understand that if the device is damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.

Student Surname:

First Name:

Student ID:

Student Signature:

Parent/Carer Name:

Parent/Carer Signature:

Date:

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit

<http://www.cybersmart.gov.au/report.aspx>

Appendix I

The school's support for responsible and ethical use of technology *(Parent/Carer Information)*



Yarra Junction Primary School uses the internet as a teaching and learning tool.

We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Yarra Junction Primary School, we have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement

Should your child be found to use the school's Information and Technology resources inappropriately your child will be counselled and consequences as per the ICT Framework will apply.

ICT Advice for Parents - Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

At YJPS we strongly recommend that parents/carers support their child to only access online platforms with permission under 13 years of age.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc
- always get them to set their space to 'Private' if they use a social networking site like Myspace, Bebo or Pixa (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house - not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- Abide by age limited access to internet sites such as snap chat, Facebook, Instagram etc.
- ask questions when your child shows you what they are doing:
 - How does it work, how do you set it up and can you block out people?
 - Who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
 - Why is this so enjoyable - what makes it fun?
 - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
 - What are you doing to protect yourself or your friends from these potential dangers?
 - When would you inform an adult about an incident that has happened online that concerns you?

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ICT BEHAVIOUR FRAMEWORK

Please circle the offense number & highlight the behaviour that occurred.

Refer to the end of document for further elaboration on consequences & actions to be followed by staff.

<i>Inappropriate ICT Related Behaviour</i>	<i>Loss of device (one full school day) Student Responsibility Letter & Chronicle.</i>	<i>Loss of device (one full school week) Student Responsibility Letter emailed home & Chronicle and two breaks detention</i>	<i>Loss of device (two full school weeks) Student Responsibility Letter emailed home and phone call made, Chronicle and four breaks detention</i>	<i>Loss of device (one month) Student Responsibility Letter emailed home and phone call made & Chronicle and two days internal suspension</i>
1. Inappropriate use of school devices	Offence Number (please circle)			
(1a) Playing games, watching YouTube, listening to music, altering computer settings without permission on school device/s	1	2	3	4
(1b) Physical mistreatment of devices	1	2	3	4
(1c) <i>Inappropriate</i> searches on the Internet	1	2	3	4
(1d) <i>Mildly</i> inappropriate searches on the Internet		1	2	3
(1e) <i>Extremely</i> inappropriate searches on the Internet			1	2
2. Inappropriate online interactions	Offence Number (please circle)			
(2a) Bystanding an incident online		1	2	3
(2b) Swearing and/or inappropriate comments to others online		1	2	3
(2c) Sending of intimidating and/or threatening messages		1	2	3
(2d) Exclusion- act of leaving someone out deliberately online.		1	2	3
(2e) Harassment- a sustained and constant pattern of hurtful or threatening online messages sent with the intention of doing harm to someone.		1	2	3
(2f) Outing/Doxing- the act of opening revealing sensitive or personal information about someone without their consent. with the purpose of embarrassing or humiliating them.		1	2	3
(2g) Trickery- abusing the trust of a friendship and sharing the victim's secrets & private information.		1	2	3
(2h) Cyberstalking- including monitoring, false accusations, threats etc.		1	2	3
(2i) Fraping- posting inappropriate content, while logged into someone's account		1	2	3
(2j) Masquerading- creating a fake profile with the purpose of bullying someone.		1	2	3
(2k) Dissing- spreading information through public posts or private messages to impact reputation or relationships with others.		1	2	3
(2l) Trolling- seeking out to intentionally upsetting others by posting.		1	2	3
(2m) Flaming- posting about or directly sending insults & profanity to their target/s.		1	2	3
(2n) Inappropriate use of Email	1	2	3	4
3. Posting content involving Yarra Junction Primary School	Offence Number (please circle)			
(3a) Defamation- Posting comments, videos and/or photos online that include Yarra Junction Primary School and/or its staff.			1	2
(3b) Posting content with YJPS uniforms online.		1	2	3

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Staff Support
Elaboration of Consequences

Number System (1, 2, 3, 4)

- Circle the offence number (1st offence, 2nd offense etc) of the action on the ICT Behaviour Framework document.
- When a number 1 is in the second column, this indicates that the behaviour is severe enough to warrant the first disciplinary action, as well as the second.

For example, if a student engages in 2e- Harassment, they: lose their device (one full school week), complete an ICT Student Responsibility Letter emailed home, receive a Chronicle and two breaks of inside detention.

Loss of Device

Duration for loss of device is teacher dependent and can range from 10minutes to a week. Speak with your Technology Community of Practice Leader (team member) to establish a suitable consequence for your level.

ICT Student Responsibility Letter (SRL)

- This must be completed by the student during their break time outlining the behaviours committed.
- Ensure they include which area of the ICT Behaviour Framework they did & have the student copy out the definition in their letter.
- The ICT SRL must be sent home with the child & an electronic copy to also be emailed to parent/carers, with the following statement attached:

Dear _____,

Today, _____ engaged in inappropriate ICT related behaviour/s at school. You will find a copy of an ICT Student Responsibility Letter in _____'s school bag, outlining the behaviours. Attached is an electronic copy for your records.

Kind Regards,

Detention

Students will be required to outside the Principal's office with supervision by appointed detention teacher.

Chronicle Entry

All ICT related behaviours must be Chronicled under "Attitude/Behaviour". Any second offences or serious offences must be flagged as either "Amber" or "Red". Attach ICT Student Responsibility Letter to Chronicle.



Yarra Junction Primary School
ICT STUDENT RESPONSIBILITY

Date:

To: _____

Today/yesterday I engaged in an inappropriate ICT Related Behaviour.

My behaviour, as outlined in the ICT Behaviour Framework Policy was:

Write down what your teacher/YJPS staff highlighted on the ICT Behaviour Framework Policy.

Example: (1e) Extremely inappropriate searches on the Internet

This was my _____ offense.

This was a Red Brain Behaviour choice because

The consequence of my behaviour is

I understand that a Chronicle behaviour report will be made on my student file and that multiple inappropriate ICT related behaviours will result in consequences outlined in the ICT Behaviour Framework Policy.

I will avoid making a Red Brain choice in the future.

From _____.

Grade _____.