

# Albert Park Primary School

## DIGITAL LEARNING – internet, social media and digital devices

### POLICY

#### 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
- (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 Albert 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:

- Albert Park 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.

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.

Albert Park 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.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Albert 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 Albert 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
- 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 Albert Park Primary School's Assistant Principal and/or school technician 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.

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 Albert 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), Albert 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.

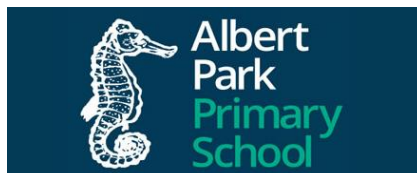
### **REVIEW CYCLE**

Policy last reviewed	21/05/2021
Approved by	School Council
Next scheduled review date	May 2023

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreements – Year 1 &2, Year 3&4, Year 5&6

Year 1 & 2



ACCEPTABLE TERMS OF USE FOR ICT

#### **Albert Park Primary School Information and Communications Technology Student Agreement - Junior School**

**In Grade 1 and 2, we can use technology to:**

**Communicate:**

- Conference with others using the webcam
- To use Compass/Seesaw with our parents for reminders about important events
- Access notices from the school website
- Share our thoughts and ideas in classroom tasks (Interactive Whiteboard tasks, ActivExpressions, online tasks)

**Create content using software:**

- Digital portfolios in Seesaw
- Word based documents for our writing
- Spreadsheets for making graphs and tables
- Presentation software on the interactive whiteboard

**Help us with our learning to achieve our Success Criteria:**

- Working on Digital Learning Objects in Maths through the FUSE website
- Mathematics tasks
- Reading Eggs tasks
- Maths applications available on the school Ipads
- Literacy applications available on the school Ipads

**To research information:**

- Facts about integrated studies for projects and activities on teacher approved websites
- So that we can find out about more information for our lessons



# Albert Park Primary School

## eSmart Pledge

In Grade \_\_\_\_\_ we pledge:

- that we will never share personal information including passwords,
- to never talk to strangers online,
- to only accept real life friends in cyberspace,
- to have a complex password including capitals, lowercase, numbers and special characters,
- to make sure that all devices are put away after screen time is over,
- to have a central charging location for all devices,
- to never participate in cyberbullying and report any cyber bullying to a guardian,
- to visit the eSafety website to report serious incidents or find more information [bit.ly/weareesmart](http://bit.ly/weareesmart), and
- to use The Albert Park Way!

Be Kind and Fair

Act Safely

One Voice at  
a Time

Respect Everyone's  
Rights

Keep Trying

Go to [bit.ly/esmartpledge](http://bit.ly/esmartpledge) to view this online

### As a student of Albert Park Primary School, I agree to:

- Demonstrate the Albert Park Way at all times when using technology: I will; Be Kind and Fair, Act Safely, Respect Everyone's Rights, use One Voice at a Time and I will Keep Trying.
- Sign the eSmart Pledge with my class members
- Never share personal information when online
- Never create content relating to another person (photos, videos, or written content) and share it online without their permission
- Never participate in cyberbullying
- Only use the approved modes of technology in the classroom, as specified above.

*Upon signing this agreement, you will be given an eSmart Licence to use technology at Albert Park Primary School. The use of this licence is a privilege, not a right. Your licence may be revoked at any time for a period deemed acceptable by staff at Albert Park Primary School if you violate the terms of this agreement.*

I have carefully read the above agreement and the eSmart Pledge. I understand the importance of these expectations and agree to abide by them. I am aware that a breach of these guidelines will result in the revoke of my eSmart Licence for a period of time.

Student Full Name: \_\_\_\_\_ Year Level: \_\_\_\_\_.

Parent/Guardian Full Name: \_\_\_\_\_.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

For further support with online issues, students may call Kids' Helpline on 1800 551 800.

Parents or Guardians may call Parentline on 132 289 or visit [www.cybersmart.gov.au/report.aspx](http://www.cybersmart.gov.au/report.aspx)



ACCEPTABLE TERMS OF USE FOR ICT

**Albert Park Primary School Information and Communications Technology  
Student Agreement - Middle School**

**In Grade 3 and 4, we will use technology to:**

**Communicate:**

- We will express ourselves in modern and socially acceptable ways.
- Share our learning with appropriate people.

**Create:**

- Digital content using different tools relating to our learning at school across all subject areas.

**Help us with our learning to achieve our Learning Intention:**

- Working on Digital Learning Objects in Maths through the FUSE website.
- Mathletics tasks and other apps available on school devices.
- Reading Eggs and Reading Eggspress and other apps available on school devices.

**Research:**

- Thoroughly and responsibly, using age-appropriate tools, in order to inform our learning.
- We will give credit where credit is due and reference our sources.

**In Grade 3 and 4 we do this through taking the eSmart Pledge:**



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- To make sure that students log off and put all devices away, on charge if below 50%, after screen time is over
- to have a central charging location for all devices,
- to never participate in cyber bullying and report any cyber bullying to a guardian,
- to visit the eSafety website to report serious incidents or find more information [bit.ly/weareesmart](http://bit.ly/weareesmart), and
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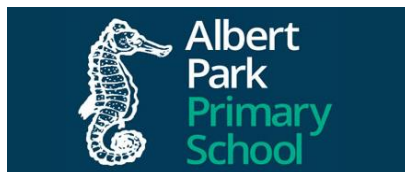
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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ACCEPTABLE TERMS OF USE FOR ICT

**Albert Park Primary School Information and Communications Technology  
Student Agreement - Senior School**

**In Grade 5 and 6, we use technology to:**

**Communicate:**

- We share our questions and ideas about our learning:
  - on Interactive Whiteboards;
  - within different types of collaborative, online work documents. (E.g. Google docs/sheets/slides/forms)
  - in virtual classrooms through the secure website including but not limited to; Google Sites, Edmodo, Seesaw, Google Classrooms, Stile.

**Create content:**

- We select and use different hardware and software for education purposes. We create products on Chromebooks and iPads using a range of approved sites, apps and products. We will use Google applications for education, (GAPE) on Chromebooks and other devices. We will record learning using digital cameras and iPads.
- We create and maintain digital filing systems to organise our documents. (E.g. Google Drive); and
- We create digital portfolios (E.g. using Seesaw, Google Site or Slides)

**Research information:**

- We investigate inquiry topics in all subject areas using:
  - teacher approved websites; and
  - internet search engines under teacher supervision.

**Explore and consolidate our learning:**

- We use a variety of Digital Learning Objects to build our understanding of Mathematics and Science concepts;
- We explore and practise Mathematics and Literacy through:
  - a variety of websites, including Mathletics and Reading Eggs
  - applications (apps) available on school Ipads
  - GAPE
  - Google Classrooms

**The eSmart Pledge:**





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- Never share personal information when online
- Never create content relating to another person (photos, videos, or written content) and share it online without their permission
- Never participate in cyberbullying or trolling
- Only use the approved modes of technology in the classroom, as specified above
- Access and share age appropriate content and sites
- Treat all ICT devices with care and respect

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