



No. 4314

Chatham Primary School

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Digital Learning Policy (Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the School Office on 9830 1933.

PURPOSE

At Chatham Primary School we embrace the presence and use of Information and Communications Technology (ICT) as just one important part of the learning environment.

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 or insert other appropriate programs as relevant to your school]
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, and smart watches)
- (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 Chatham 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:

- Chatham 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)

Students also need to adhere to the school's Acceptable Use of ICT Agreement (Annexures A & B).

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. ICT includes, but is not limited to:

- Computer systems and applications such as the internet and emails
- Networks
- Electronic storage devices, such as Universal Serial Buses (USB)
- Mobile devices such as mobile phones, tablet devices, smart watches, and other forms of Personal Digital Assistants (PDA)
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and Peer to Peer (P2P) networking
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

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.

Chatham 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 Chatham 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 Chatham 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, as per our Chatham P – 6 eSafety Scope and Sequence Program.
- 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 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 of ICT 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 the school's IT coordinator and/or the Specialist 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.

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 Chatham 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), Chatham Primary School will institute a staged response, consistent with our student engagement and behaviour policies. This can include settings both inside and outside of school, including, but not limited to, incursions, excursions, and camps.

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 transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

IMPLEMENTATION

The implementation of the Department of Education and Training (DET) policies and procedures is a matter for the principal and their delegate. The use of the Chatham Primary School's ICT resources, including network, is subject to the Acceptable Use Policy for staff, students, volunteers and other stakeholders. Consistent with DET requirements, the school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

The following framework promotes partnerships between all members of the school community. We aim to reflect our 'Duty of Care' and Student Engagement and Wellbeing approaches and align the use of ICT with the Chatham school values.

RESPONSIBILITIES

PREVENTION

- The school is responsible for sourcing and implementing relevant and developmentally appropriate programs and strategies that support positive behaviours and relationships through the promotion of appropriate cyber safety practices. This will include a range of classroom based, interactive and online student learning.
- School newsletters will include information to support families.
- Preparatory to Year 2 Students will be required to sign an 'Acceptable Use of ICT Agreement: Preparatory – Year 2' (Annexure A), and Year 3 to Year 6 Students will be required to sign an 'Acceptable Use of ICT Agreement: Year 3 – Year 6' (Annexure B) before they will be permitted to use any ICT at school each year.
- All staff, students and parents are responsible for acting in accordance with the school's ICT Usage Policy.
- The school has the right to monitor, to access and to review all school-based ICT usage by students, staff and parents. This includes personal emails sent and received on the school's computers and / or network facilities. The school has the right to audit at any time, any material located on equipment that is owned or leased by the school.
- Chatham Primary School will supervise students when they are using digital technologies for educational purposes and provide a filtered internet service, whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- The school community will be provided with cyber safety information via the school newsletter each year, particularly from the eSafety Commissioner website.
- Safe and responsible online behaviour is explicitly taught at Chatham Primary School and parents are expected to reinforce this behaviour at home.
- Staff use of Chatham Primary School's devices and/or network to access the internet or any other ICT application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time.
- Chatham Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DEECD's policy on Using Digital Technologies to Support Learning and Teaching.
- Student use of Chatham Primary School's devices and/or network to access the internet or any other ICT application is governed by Chatham Primary School's 'Acceptable Use of ICT Agreement: Preparatory – Year 2 / Year 3 – Year 6'. Students will be made aware of behaviour which is not acceptable when using ICT, which includes cyberbullying and

using ICT for inappropriate purposes (such as viewing, posting and or sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate, etc) and will not be tolerated.

- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Chatham Primary School's 'Acceptable Use of ICT Agreement: Preparatory – Year 2 / Year 3 – Year 6'.
- Cameras, still and video (including mobile phone cameras) must not be used in private spaces, for example, changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure is governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film.
- All external providers will be clearly made aware of our expectation of the use of digital devices if they indeed need to be used. This will be overseen by the principal and/or their delegate.

INTERVENTION

- Any incidences or allegations of behaviour that is in apparent breach of Chatham Primary School's 'Acceptable Use of ICT Agreement: Preparatory – Year 2 / Year 3 – Year 6' will be thoroughly investigated by the school. All cyberbullying incidents must be reported to the class teacher, Assistant Principal, or the School Principal, and any action taken will be in line with the Chatham Primary School 'Student Engagement and Wellbeing' policy.
- Students are advised to report an incident to their teacher immediately if:
 - o There has been a significant breach made by or affecting students
 - o They have experienced an incident of cyberbullying
 - o They feel the welfare of other students at the school is being threatened
 - o They access websites that are thought to be unsuitable at school
- The school's response to all apparent breaches will involve restorative dialogue with the person(s) responsible for the breach and any person(s) who have been harmed as a result of the apparent breach. This dialogue may result in subsequent action and /or user agreement / privileges being reviewed. All actions and responses taken and proposed will be documented, and all persons involved will be informed.
- Where a breach is deemed to be extremely serious, DET's Conduct and Ethics branch may be contacted
- The progress and wellbeing of any students, staff or parents involved will be monitored and evaluated

- When cyberbullying has been identified counselling and support will be offered as determined by the school.

POLICY GUIDANCE

The following Department policies and advisory guides were used as a basis to construct the ICT Usage Policy:

- DET Digital Learning (Internet, Social Media and Digital Devices) – *previously called Digital Technologies*
- DET Child Safety Standards
- DET Cybersafety and Responsible Use of Digital Technologies
- DET Duty of Care
- DET Mobile Phones – Student Use
- DET Photographing, Filming and Recording Students

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Consultation	05/09/2023: Education Committee, 11/09/2023: Staff Meeting, 11/09/2023: School Council
Approved by	Principal
Next scheduled review date	September 2025

Annexure A: Acceptable Use of ICT Agreement: Preparatory – Year 2

This form is completed online via Microsoft Forms.

Please discuss the information below with your child:

When I use a digital device and/or the internet, I follow our school values of Respect, Resilience, Responsibility, Honesty, Partnership and Learning. I will do this by:

1) Keeping special information secret by: <ul style="list-style-type: none">• never telling anyone my usernames, passwords or other secret words.• never sharing a photo of me or anyone else.	3) Looking after others by: <ul style="list-style-type: none">• asking before I take their photo or record their voice.• never trying to open their work.• never trying to find or use their usernames or passwords.• never giving out their personal information.• never saying anything to anyone else online that I would not like being said to me.
2) Making safe and responsible choices by: <ul style="list-style-type: none">• only doing what the teacher asks me to do.• only using my first name if I send a message.• never bringing my own games, videos or music to school without permission from a teacher.• only using the watch functionality, if I have a smartwatch.	4) Look after technology by: <ul style="list-style-type: none">• only using technology to help me learn.• carrying technology with two hands.• telling a teacher if I find any damage.• not taking technology from someone who is using it.

I will talk to a teacher or another adult if:

- I need help.
- I see websites or pictures that make me feel scared or worried.
- I do not feel safe doing something online.
- I do not know if I should be using an app or program.

Student Agreement

I understand and promise to follow the rules listed above. I understand that, if I do not follow these rules, I might not be able to use technology at school.

Ask your child to type their name (first name only) in the box below:

_____.

Parent Permission

I have read/discussed the above guidelines with my child and agree to allow my child to use digital devices, the internet and email at school. I also recognise that although the school provides a filtered internet service, full protection from inappropriate content can never be guaranteed.

Please enter your name (Parent/Guardian) below:

_____.

Annexure B: Acceptable Use of ICT Agreement: Year 3 – Year 6

This form is completed online via Microsoft Forms.

Please discuss the information below with your child:

When I use a digital device and/or the internet, I follow our school values of Respect, Resilience, Responsibility, Honesty, Partnership and Learning. I will do this by:

When I use a digital device and/or the internet, I have responsibilities and rules to follow. I agree I will:

- follow all teacher/staff instructions when using digital devices and the internet
- use the equipment for educational purposes only as directed by staff
- display responsibility by never attempting to access personal files or accounts that belong to someone else
- keep myself and my friends safe by not giving out personal details
- not bring, download or access unauthorised content to school (such as games, images, video or music)
- be respectful towards others in the content, opinions and ideas I upload or post online
- remember that content published on the internet is someone's property and ask teachers/staff to help me seek copyright permission/list references when required
- think carefully about what I read on the internet and question if it is from a reliable source
- only use online information to help me complete learning tasks and will not copy information or the work of others as my own
- ensure I am careful around technology and report any damage to a teacher immediately
- not touch devices that belong to or are being used by another student
- only capture sound, videos or images of others when it is part of a lesson and I have both their consent and permission from a teacher
- talk to my teacher or another adult if (i) I need help online, (ii) I come across content or websites that are not suitable for school, (iii) I feel uncomfortable about any online activities, and/or (iv) I am unsure if an app or service is safe for someone of my age.

In addition to the above, when I use a mobile phone or other mobile technology (including smartwatches), I agree to be a safe, responsible and ethical user by:

- declaring and handing my devices (other than smartwatches) into my classroom teacher at the beginning of the school day and will collect it before leaving
- only use watch functionality if I have a smartwatch
- never capturing images, sounds or videos on a personal device without consent and teacher permission.

Student Agreement

I acknowledge and agree to follow these rules during school, including excursions and camps. I understand that I may not be able to access digital devices and/or the internet at school if I do not act responsibly. I understand and agree to follow the terms of acceptable use and the expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the school and that any breached may mean I will not be able to access technology, specific online services or the internet at school.

Ask your child to type their name (first name only) in the box below:

_____.

Parent Permission

I have read/discussed the above guidelines with my child and agree to allow my child to use digital devices, the internet and email at school. I also recognise that although the school provides a filtered internet service, full protection from inappropriate content can never be guaranteed.

Please enter your name (Parent/Guardian) below:

_____.