

BEAUMARIS PRIMARY SCHOOL

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact Beaumaris PS office ph. 9589 2619 or email the school: beaumaris.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 BYOD personal device program and the use of devices to support learning P-6.
- (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 Beaumaris 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 also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Beaumaris 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.

Beaumaris 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 Beaumaris Primary School

Beaumaris Primary School operates a Bring Your Own Device (BYOD) program commencing in Year 4 and continuing through Year 5 and Year 6. In these year levels notebooks are integrated as part of our learning and teaching program. In other year levels learning and teaching is enriched through the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase a device for their child to bring to school. Beaumaris Primary School has partnered with Learning with Technologies (LWT) where families can purchase the specified device through the portal and receive ongoing support for the device. A copy of the BYOD acceptable Agreement must be signed prior to the commencement of the BYOD program/at the commencement of each year when participating in the program (TBC) All BYOD program information can be found in the BPS BYOD Handbook.

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

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 128 GB of storage
- operates on OS version 10 or later

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school via beaumaris.ps@education.vic.gov.au

Bringing a personal device for use at school

Students in year levels that are not participating in the BYOD program have the option to bring a personal device to use at school in addition to the classroom device, if required. Parents/carers and students must sign and return the Student and Parent Use Agreement for bringing a personal device prior to the device being brought to school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Beaumaris 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 respectful relationships, safely equipping students with the skills and knowledge to navigate the digital world.

At Beaumaris 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 eSmart Safety 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
- 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 their classroom teacher 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 Beaumaris 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), Beaumaris 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our Staff Handbook and Parent Handbook
- Discussed at BYOD parent information nights/sessions
- Included as a link in transition and enrolment packs
- Discussed during eSmart sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	School Council August 2022 Staff January/February 2022 Students January/February 2022
Approved by	Principal and School Council
Next scheduled review date	August 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT (ALL STUDENTS, BYOD AND BRINGING A PERSONAL DEVICE TO SCHOOL)

Beaumaris Primary School Acceptable Use Agreement

The Department recommends that schools require students to complete an *Acceptable Use Agreement* (AUA), describing behavioural expectations of students to use the internet and digital technology in a safe and responsible manner. Teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. The Department's Cybersafety and Responsible Use of Digital Technologies policy provides advice for schools including allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance.

Beaumaris Primary School: Acceptable Use Agreement (AUA)

Dear Parents and Carers,

At Beaumaris Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Digital technologies and the internet are essential for modern learning. We know however, that these technologies need to be used responsibly. We'd like you to work with us to ensure that your child understands what is safe and responsible to do.

At our school we:

- Have a Student Engagement Policy that outlines our school's values and expected student behaviour. This policy includes online behaviours
- Have programs in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures; See Duty of Care and Supervision Policy
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;

We've also developed this Acceptable Use Agreement to ensure all stake holders are clear about their role in using digital technology at school. It aims to help you have a discussion about safe and responsible use of computers and the internet with your child.

Please read it, discuss it with your child, and then sign and return it to the school office.

It isn't a legally binding document, but in signing it you say you are committed to help us with this important issue.

We will support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- eSafetyParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

Yours sincerely,

A handwritten signature in cursive script that reads "Sheryl Skewes".

Sheryl Skewes
Principal

Acceptable Use Agreement for Prep to Year 2 Students

When I use digital technologies I communicate respectfully, protect personal information and respect myself and others.

I agree that I **will never**:

- send mean or bullying messages or forward on messages like these to others
- copy someone else's work I find on the internet and pretend it is mine
- share information including my, or my friend's full name, photo, birthday, address and phone number on the internet
- share my passwords
- join a website without my parent's or a teacher's permission
- search for something rude or violent.

I agree that I **will**:

- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or my friends
- only use websites that are appropriate for my age
- be careful with computers and other equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Acceptable Use Agreement for Year 3 to Year 6 Students:

When I use digital technologies I communicate respectfully, protect personal information and respect myself and others.

I agree that I **will never**:

- participate in online bullying
- share my personal details, or those of my friends, including full name, telephone number, address or passwords on the internet
- interfere with network systems and security, the data of another user or attempt to log into the network as someone else
- download unauthorised software
- use a mobile phone during class times unless I have permission to do so
- take photos or record sound or video at school unless I have permission to do so.

I agree that I **will**:

- talk to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully consider everything I upload or post online
- pay attention to the terms and conditions of websites I use, particularly age restrictions and parental consent requirements
- handle computing devices with care and notify a teacher if they are damaged or do not work
- if necessary, request permission to use images and text, I find on the internet in my work
- obtain written permission from people who appear in images or recordings before forwarding them to other people or posting them to the internet.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

Acceptable Use Agreement for Parents/Carers

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments used by our school or accessed using school networks or systems.

This includes, but is not limited to the use of:

- desktop computers, laptops, tablets, iPads, printers and scanners owned by the school
- mobile phones including wearable devices
- email and instant messaging applications (e.g. Snapchat, Kids Messenger, Facebook Messenger)
- the internet and school intranet
- social networking sites (e.g. Facebook, Instagram, TikTok)
- video and photo sharing websites (e.g. YouTube)
- blogs and other websites (e.g. Wordpress)
- forums, discussion boards and groups (e.g. Microsoft Teams)
- wikis (e.g. Wikipedia)
- video conferences and web conferences (e.g. Webex)

This agreement applies when my child is using any of these digital technologies at school, at home and during school excursions, camps and extra-curricular activities.

I agree to explain to my child their responsibilities and ensure that he or she understands them.

I agree to explain to my child that not acting responsibly will result in consequences as outlined in the school's Student Engagement Policy.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____

BYOD Acceptable Use Agreement

The BYOD (Bring Your Own Device) Acceptable Use Agreement relates specifically to the BYOD program; it sits alongside the school's Digital Learning (Internet, Social Media and Digital Devices) Policy. The document's purpose is to ensure that students are aware of their responsibilities when using their laptops at school. Students are to review and sign this agreement before the commencement of each year in the BYOD program.

The following is a code of conduct that lists the expectations students are to understand and accept when using their laptops at school.

Digital Etiquette

I am expected to:

1. Carefully consider the content that I upload or post online as it contributes to my digital footprint.
2. Use appropriate media as a screensaver or background photo.
3. Never share my personal details, or those of my friends, including full name, telephone number, address or passwords on the internet.
4. Only download software with the permission of my teachers or parent/carer.
5. Ask permission before taking photos or recording sound or video at school.
6. Not publish photographs or video to any online network unless I'm instructed to do so by a teacher.
7. Comply with the terms and conditions of websites I use, particularly age restrictions and parental consent requirements.

Digital Access & Use

I am expected to:

1. Look after my device and handle it with care.
2. Have my device fully charged for school each day.
3. Talk to a teacher or trusted adult if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
4. Report any accidental damage immediately to the teacher.
5. Not loan my device to another student or leave it in such a place that it is likely to be easily stolen or damaged.
6. Follow all teacher directions including when to use the device.
7. Only use my laptop during class time, under the direct supervision of a teacher, and not at other times on school premises (including wet day timetables).
8. Protect the laptop from damage by using an appropriate case.

Overarching Agreement

I understand that if I breach this agreement, I will be suspended from the program for a period of time deemed appropriate by the school. I also understand I must work within the Digital Learning (Internet, Social Media and Digital Devices) policy.

As parent of _____ I have read and understood the terms of the BYOD Acceptable Use Agreement and will support the school in the implementation of the agreement.

Student Name: _____ Signed: _____ Date: _____

Parent Name: _____ Signed: _____ Date: _____

Teacher Name: _____ Signed: _____ Date: _____

Bringing a Personal Device for Use at School

Student and Parent User Agreement

Guidelines for students and parents/carers, who are allowing their child to bring a personal device (such as an iPad, etc) from home to use at school for educational purposes as approved by staff are outlined below:

1. Devices that are brought to school are used entirely at the owner's risk.
2. Devices are not to remain at school overnight. They must be taken home.
3. DET does not hold insurances for personal property brought to school and BPS is not responsible for any loss or damage to such property.
4. The device is to only be used for educational purposes and when directed by the teacher.
5. The Digital Learning (Internet, Social Media and Digital Devices) policy must be followed.
6. The device is only to be used by the person whom it belongs to.
7. The device is not permitted to be used during recess or lunchtime. It is to remain in the classroom in a location allocated by the classroom teacher.
8. Technical support is not available for the device, apart from the initial connection to the school network.
9. Full responsibility for the observance of all Copyright requirements for any software Applications (Apps) that are installed needs to be taken.
10. BPS accepts no responsibility for any software, apps, data, etc, that you install. Software or apps are not permitted to be installed during school time unless specified by a teacher.
11. It is the child's responsibility to ensure the device is secured at all times.
 - 11.1. The device must be left in a safe and secure location in the classroom as directed by the teacher, when not in use.
 - 11.2. The device is kept away from areas that could damage it, e.g. food and water.
12. The device needs to be brought fully charged at the commencement of each new day. Charging cables are not to be brought to school.
13. The device must be labelled/named.

I acknowledge my obligation to use the device in a sensible and responsible manner for educational purposes. I understand that misuse of the device may result in the imposition of school sanctions in line with the school's Digital Learning (Internet, Social Media and Digital Devices) policy.

I have read and agree to accept the above User Agreement in relation to the device that is my own personal device and will be used at Beaumaris Primary School during school times.

Device Make and Model: _____

Student Signature: _____ Student Name: _____

Parent/Carer Signature: _____ Parent/Carer Name: _____

Classroom Teacher Name: _____ Date: _____