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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 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)
(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 Nanneella Estate 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:

- Nanneella Estate 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.
Nanneella Estate 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 Nanneella Estate 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 Nanneella Estate 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 the 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 Nanneella Estate 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), Nanneella Estate 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/manual
- Made available in hard copy from school administration upon request

EVALUATION

This policy will be reviewed annually.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Policy review cycle	Yearly
Approved by	Principal and School Council
Next scheduled review date	February 2027

Signed: …… Date: ……
Sandi Spittal, Acting Principal

Signed: …… Date: ……
Erin Holloway, School Council President

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

INTERNET AND DIGITAL TECHNOLOGIES

1. Acceptable Use Agreements Guidelines

At Nanneella Estate Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies through a range of programs and websites
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
    - Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx) [iparents]

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Attachments: 1: Acceptable Use Agreements Guidelines 2: Grade F-2 Student Acceptable Use Agreement
3: Grade 3-6 Student Acceptable Use Agreement 4: STUDENT AGREEMENT/LICENCE

INTERNET AND DIGITAL TECHNOLOGIES

2. Grade F-2 Student Acceptable Use Agreement

NAME:_____ YEAR:_____

I promise:

- I will keep all food and drink away from the computer / laptop / iPad and smartboard
- I will use the computer / laptop / iPad / smartboard only when directly supervised by the teacher
- I will respect the confidentiality of passwords (I won't tell anyone my password)
- I will not reveal details of others or myself through e-mails or internet sites
- I am responsible for accessing and publishing appropriate material
- I understand that any electronic devices brought to school are my responsibility
- I will hand all electronic devices to my class teacher when arriving at school and collect them when leaving school
- I will not use any personal electronic devices whilst at school for any purpose, including taking photos during school time and bus travel
- If I see or hear anything on a website or receive any message that I don't like or feel is inappropriate I will tell the teacher immediately

Student Name:_____ Student Signature:_____

Date: _____/_____/_____.

*I have read and discussed this 'I Promise' ICT agreement with my child.

Name of Parent / Guardian:_____

Signature of Parent / Guardian:_____ Date: ____ / ____ / ____

Attachments: 1: Acceptable Use Agreements Guidelines 2: Grade F-2 Student Acceptable Use Agreement
3: Grade 3-6 Student Acceptable Use Agreement 4: STUDENT AGREEMENT/LICENCE

Our school is a Child Safe School and it is also bound by Privacy Legislation.
Any photos or video taken of students are not to be uploaded to Facebook, or ***any social media***, without the consent of the student's parents.

INTERNET AND DIGITAL TECHNOLOGIES

3. Grade 3-6 Student Acceptable Use Agreement

When I use digital devices and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel*.)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital devices and the internet I **communicate safely and protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This also means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital devices and the internet I **respect myself and others.** This means I will:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- 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 if I know someone else is upset or scared
- not deliberately search for something rude or violent
- tell the teacher immediately if I see or hear anything on a website or receive any message that I don't like or feel is inappropriate
- be careful with the equipment I use
- agree that any electronic devices brought to school are my responsibility
- hand all electronic devices to my class teacher when arriving at school and collect them when leaving school
- not use any personal electronic devices whilst at school for any purpose without my teacher's permission, and I will not take photos during school time and bus travel

Attachments: 1: Acceptable Use Agreements Guidelines 2: Grade F-2 Student Acceptable Use Agreement
3: Grade 3-6 Student Acceptable Use Agreement 4: STUDENT AGREEMENT/LICENCE

At school we/I have:

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

I will use this knowledge at school and everywhere I use digital devices and the internet.

Name of Student:_____

Student Signature:_____

Date: _____/_____/_____.

I have read and discussed this Grade 3-6 Student Acceptable Use Agreement with my child.

Name of Parent / Guardian:_____

Signature of Parent / Guardian:_____ Date: ____ / ____ / ____

Attachments: 1: Acceptable Use Agreements Guidelines 2: Grade F-2 Student Acceptable Use Agreement
3: Grade 3-6 Student Acceptable Use Agreement 4: STUDENT AGREEMENT/LICENCE

INTERNET AND DIGITAL DEVICES

4. STUDENT AGREEMENT/LICENCE

Mr Tom Mangan
(Principal)

Acknowledges the commitment of

_____
(Student)

To being a polite, safe, respectful and responsible user of digital devices.

As a student, whenever I am unsure or feel unsafe online
I will ask a trusted adult for help.

_____ _____
Student signature Teacher/Principal signature

Date: _____

Our school is a Child Safe School and it is also bound by Privacy Legislation.
Any photos or video taken of students are not to be uploaded to Facebook, or ***any social media***, without the consent of the student's parents.