



CLYDE PRIMARY SCHOOL DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Clyde Primary School on 5998 5293.

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 at Clyde Primary School.

Staff use of technology is governed by the following Department policies and the Clyde Primary School Internet Use Policy.

- [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](#).

Other related school policies:

Mobile Phones

Bullying Prevention

Child Safe

Student Engagement and Wellbeing Policy

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Information Communication Technology provides students with unprecedented opportunities to obtain information, engage in discussion, liaise with individuals, organisations and groups world wide.

Clyde Primary School recognises the need for students to be safe and responsible users of digital technologies and the internet. The school believes that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians.

Clyde Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Clyde 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 Clyde Primary School

Our school operates a Bring Your Own Device (BYOD) program, which means students in years 5 and 6 bring their own purchased or leased laptop with them to school each day. Clyde Primary School has special arrangements with JB HiFi a local computer store that offers discounted prices for the purchase of laptops for Clyde Primary School students. The current arrangement with JB HiFi may change if appropriate.

Student laptops should meet the guidelines below:

- Is fully charged each morning
- be brought to school in a protective case
- Intel Celeron Processor N4120 (Quad Core, 4M Cache, up to 2.4 GHz) (Processor)
- 4GB RAM (Running Memory)
- 128GB SSD (File Storage)
- Windows 10

Please note that our school does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

Clyde Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We have a limited number of spare laptops that can be used by students in Years 5 and 6.

We can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school on 5998 5293 number.

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In Foundation to Year 2 classrooms there are 10 iPads available for student use per class.

In Year 3 and 4 there are 10 laptops and 1 iPad available per class for student use.

In addition to this there is one iPad per class in Years 5 and 6 to facilitate access to Seesaw.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Clyde Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Clyde 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. In 2023 we introduced the Cyber Safety Project school wide to proactively empower our students to take control of their safety and wellbeing when online.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement and Wellbeing Policy* that outlines our School's values and expected student behaviour, including online behaviours
- have a *Responsible use of ICT agreement* outlining the expectations of students and parents when using digital technology at school
- have an Acceptable Use Agreement (*Responsible use of ICT 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, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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

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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.

Our school has established student portfolios using Seesaw for Schools to showcase a selection of work throughout the year including Cyber Safety Project lessons, where parents can provide appropriate feedback and comments on the work undertaken in or relation to work in class. This platform is not available to the public and can only be accessed by parents through a link provided by the school. Parents are welcome to contact Susan Lumley (Assistant Principal) if they have any questions or concerns about students participating in this platform.

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 Clyde Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, *Mobile Phone, Anti-Bullying, Child Safe and Cyber 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), Clyde Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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, Mobile Phone, Child Safe and Cyber-Bullying Prevention* policies.

Please see below for school wide consequences table (attached)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

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- Available publicly on our school's website

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- Included in staff induction and child safety training processes
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

POLICY REVIEW AND APPROVAL

Policy last reviewed by School Council	20/06/23
Endorsed by	Michelle Mackenlay, Principal
Next scheduled review date	June 2025

Digital Learning (Internet, Social Media and Digital Devices)

<p>Level 1 Classroom Teacher</p> <p>1st offence (Remind and reteach)</p>	<ul style="list-style-type: none"> ○ Playing games during class time ○ Accessing the internet without permission ○ Using a device without permission <i>(eg. Logging onto a device without verbal consent from a member of staff)</i> ○ Careless treatment of devices <i>(eg. Not hold the device with two hands, throwing the device, eating food or drinking when using the device)</i> ○ Using a different application to what was instructed to use <i>(Eg. Changing student name on Seesaw and/or profile picture)</i> ○ Using devices while unsupervised ○ Not putting the device away and on charge 	<ul style="list-style-type: none"> ○ Reminder of appropriate use ○ Relocate ○ Restorative conversation ○ Phone call home ○ Written apology ○ 1 session ban on devices/headphones
<p>Level 2 <i>(All Level 1 Consequences apply)</i></p> <p>Classroom Teacher</p> <p>ICT ban for a session</p> <p><i>(Parents are informed)</i></p>	<ul style="list-style-type: none"> ○ Using a recording and/ or camera device in breach of school policy <i>(Eg. Taking selfies on the iPad or taking photos of other students)</i> ○ Repeated unsupervised use of device ○ Repeated access of the internet without permission ○ Interfering with another student's device <i>(eg. Drawing on their work to be funny, deleting their content)</i> ○ Accessing, storing or transmitting inappropriate material ○ Throwing or treating the device in a irresponsible manner <i>(Eg. Throwing the device, standing on the device, slamming down the mouse or screen to close a laptop)</i> 	<ul style="list-style-type: none"> ○ Restorative conversation of appropriate use ○ Loss of lunch or recess time ○ Phone call to parent or guardian ○ Written apology ○ Meeting with classroom teacher
<p>Level 3 <i>(All Level 1 & 2 Consequences apply)</i></p> <p>PLT Leader</p> <p>ICT ban for a day <i>(Parents are informed)</i></p>	<ul style="list-style-type: none"> ○ Consistently careless use of an electronic device ○ Repeated failure to comply with expectations regarding acceptable use of electronic devices ○ Failing to seek permission of a person for photos, filming and recording ○ Sharing or distributing another person's image without permission 	<ul style="list-style-type: none"> ○ Sent to leadership for a discussion ○ Sent to principal class for discussion ○ Note put on student's compass record ○ Loss of lunch/recess time
<p>Level 4 Leadership <i>(All Level 1, 2 & 3 Consequences apply)</i></p> <p>ICT ban for a week</p> <p><i>(Parents are informed)</i></p>	<ul style="list-style-type: none"> ○ Accessing, storing or transmitting indecent or offensive material ○ Using a different application to what was instructed to use <i>(Eg. Changing any of the current school settings, including backgrounds, class profile pictures etc)</i> ○ Theft ○ Bullying or harassment <i>(e.g. Using electronic device to bully or harass others)</i> ○ Vandalism or wilful damage to the devices <i>(Eg. Drawing on the class labels and/or adding any other labels / name to the school devices)</i> 	<ul style="list-style-type: none"> ○ Sent to leadership for a discussion ○ Sent to principal class for discussion ○ Suspension (Internal & External, at the discretion of the principal) ○ Note put on student's compass record ○ Access to the internet is limited or prevented ○ Payment for damage