

MWPS DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand this policy, please contact Mount Waverley Primary School on 9807 1480 or mount.waverley.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 1-to-1 personal device program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and 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 Mount Waverley 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:

- Mount Waverley 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.

Mount Waverley 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 Mount Waverley Primary School

Mount Waverley Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads and laptops. BYOD operates in years 1-3 (iPads) and years 4-6 (laptops).

Parents/carers are invited to purchase or lease a device for their child to bring to school. The specific models of devices are updated each year for iPads depending on Apple continuing to support the models. In regard to laptops, the school continues to update the specs each year to ensure that the device will work with our systems and last the 3 years the device will be used at school. Please see our Parent Payments Policy for more information.

<https://www.mountwaverley.vic.edu.au/page/57/Policies>

Students who do not participate in the BYOD program will be provided access (at school) with a shared device so that they can still participate in any learning requiring digital technology.

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

- All 'at home' programs/apps that are not approved/used by the school are closed

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 our computer technicians on 9807 1480.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Waverley 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 Mount Waverley 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 eSafety Commissioner online safety resources and eSmart Schools Framework.
- 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 Wellbeing and 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.

Our school uses See Saw for students to showcase their work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to their classes. Parents are welcome to contact our Curriculum Assistant Principal if they have any questions or concerns about students participating in this forum.

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 Mount Waverley Primary School's *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), Mount Waverley 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 or through COMPASS
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Consultation	School Council July 2022 Student Wellbeing Action Team July 2022 Newsletter to School Community July 2022
Approved by	Principal and School Council
Next scheduled review date	July 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



Mount Waverley Primary School

Achieving Excellence Together

A Child Safe School

37 – 45 Park Lane, Mount Waverley 3149 Ph: 9807-1480

2022 ICT Agreement Years 1-6

Student Name: _____ Class _____

When I use the technology facilities and equipment at school, I have responsibilities and rules to follow. I agree to follow the guidelines below:


- I will only work on the technology equipment (computers, iPads and digital cameras etc), the Internet and school intranet for purposes specified by the teacher
- I will follow teacher instructions regarding the safe and appropriate use of all technology equipment and the Internet / school intranet
- I will only access appropriate information for my learning and not interfere with the work or data of another student
- I will keep myself, my friends and my teachers safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- When I use information from the Internet / school intranet for schoolwork, I will appropriately acknowledge the source. I will not violate copyright. I will not copy and paste information as my answer. If unsure I will check with the teacher.
- I will use copyright free material when I am sourcing and using media in my work (pictures, music and sound) and I will acknowledge the source appropriately
- I will be respectful in how I talk to and work with others online including the use of groups and shared documents in Office 365 and Google apps. Teams or any other instant messaging app may only be used for learning purposes.
- Any music played at school will be downloaded at home, not streamed, and may only be listened to with teacher permission
- I will use my email account respectfully and, during class time, I will only send emails as part of my learning, in consultation with my teacher.
- Should I receive an inappropriate email, I will save it and report the incident to my teacher
- I understand that my email is password protected but that the account is accessible by teachers and the ICT coordinator, should they see the need to look at my emails
- I will obtain permission from a teacher before downloading or uploading any material or programs
- I will not use the computers for any malicious purposes.
- I will immediately report any damage or problems to my teacher.
- I will not intentionally damage computers, computer systems, hardware or software or leave my laptop unattended
- I will store my phone and/or smart watch in the locked container in the classroom
- I will talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet/ school intranet
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities.

I understand that breaches of the above rules will result in my loss of access for a period of time determined by the ICT coordinator or the Principal and/or payment for damage incurred and possible suspension from school.

Student Signature: _____

I, _____, as parent/guardian of the above student, agree to the terms and conditions of this agreement and grant permission for my child to participate in learning using Mount Waverley Primary School's technology facilities and the Internet / school intranet. In the event of my child causing deliberate damage to computer property, I agree to reimburse the school for repairs or replacement of such property. I understand the school will notify me if my child behaves inappropriately in the above circumstances.

Parent/Guardian Signature: _____ Date: _____

PTO 



PARENTAL PERMISSION FOR CHILDREN PUBLISHING ON THE INTERNET

The school's own website, our involvement in global classroom projects, class blogs and wikis and general publishing on the Internet will include photographs of students, student work and video footage of student activities. I understand that my child's name will not be fully disclosed on the Internet.

**Please circle yes or no to indicate your preferences for each section.*

I agree:

To the appropriate use of my child's photograph on the Internet or print media such as school newsletter, school website and class/personal site	Yes	No
To the publishing of my child's work on the school's website	Yes	No
To the publishing of my child's work on their class and personal site	Yes	No
To the publishing of video footage featuring my child on MWPS websites	Yes	No
To allow my child to appear on video conferencing, including WebEx, between schools	Yes	No
To the publishing of my child's voice recordings on their class site	Yes	No
To the publishing of my child's first name only, on the Internet or print media	Yes	No
To the publishing of my child's work (video, photo, voice recording) on Seesaw for viewing by your family	Yes	No

Please note:

At the end of each school year, every attempt will be made to delete content published online. Some content, however, will continue to be accessible in order to build up digital evidence of students' learning.

Student's name _____

Parent/Guardian Signature: _____ Date: _____