

Balwyn 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 Balwyn Primary School on 9836 7121.

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including our BYOT (Bring Your Own Tablet) program or school owned student use program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our School's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our School prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Balwyn 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:

- Balwyn 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

Balwyn 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.

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

Balwyn 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 BALWYN PRIMARY SCHOOL

In selected year levels, our school operates an optional BYOT (Bring your Own Tablet) program, whereby students can bring their own purchased or leased iPad with them to school each day. A detailed information pack, which outlines any required Apps, specifications of the devices and expectations of the students', is sent out to parents in related year levels, towards the end of each school year. Currently there is no preferred supplier or requirement for parents/guardians to purchase from any specific company. Balwyn Primary School has the option of using a purchase portal that is provided by CompNow.

Please note that Balwyn Primary School does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

As the BYOT program is optional, Balwyn Primary School provides access to iPads in each classroom for students to use during the school day. Students that are participating in the BYOT must assure that their iPad:

- Is brought to school in a protective case
- have at least 32 GB of storage
- Is brought to school fully charged
- operate on iPad OS version 15 or later

Students, parents and carers who would like more information or assistance regarding our BYOT program are encouraged to contact the Digital Technologies Coordinator by emailing the school at: balwyn.ps@education.vic.gov.au or access Department's policy on Personal Devices

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

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Balwyn Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others, equipping students with the skills and knowledge to navigate the digital world.

At Balwyn 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 the Cybersafety Project
- 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 (AUA) outlining the expectations of students when using digital technologies for their schoolwork [F-2AUA](#), [3-4 AUA](#), [5-6AUA](#)
- 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 Google Classroom for online and remote learning, where students and teachers can provide comments on work undertaken in or relating to their class. Parents are welcome to contact Balwyn Primary School if they have any questions or concerns about students participating in this learning environment.

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 Balwyn 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), Balwyn 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 parent/carer communication platform
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- 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
- Via COMPASS notifications

POLICY REVIEW AND APPROVAL

Policy last reviewed	27/7/2022
Consultation	School Council and Community
Approved by	Principal and School Council on the 27/7/2022
Next scheduled review date	27/7/2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ACCEPTABLE USE AGREEMENT

F-2 Acceptable Use Agreement

GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET, MOBILE DEVICES AND ONLINE SERVICES

Acceptable Use Agreement

For Students in Years F - 2

This agreement lays out the expectations that we are working towards embedding by the end of Year 2. Students, particularly those in Foundation, will find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these expectations, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher regarding these expectations.

At Balwyn Primary School we support the rights of all members of the school community to 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 and Wellbeing 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;
- 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:
 - Bullystoppers Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx);
- 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 Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx);

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;
- video and photo sharing websites (e.g. YouTube);

- blogs or micro-blogs;
- forums, discussion boards and groups (e.g. Google groups);
- wikis (e.g. Wikipedia);
- vod and podcasts;
- video conferences and web conferences.

Consequences:

I know that if I do not follow these expectations there will be consequences I will have to accept.

These consequences may be:

- removal of network access privileges;
- removal of email or online services privileges;
- removal of internet access privileges;
- removal of printing privileges;
- paying to replace wilfully damaged equipment;
- other consequences as outlined in relevant school policies or as determined by the school principal.

3/4 Acceptable Use Agreement

GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET, MOBILE DEVICES AND ONLINE SERVICES

Acceptable Use Agreement For Students in Years 3 and 4

This agreement lays out the expectations that we are working towards embedding by the end of Year 4. Students may find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these expectations, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher regarding these expectations.

At Balwyn Primary School we support the rights of all members of the school community to 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 and Wellbeing 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;
- 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:
 - Bullystoppers Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx);
- 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 Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx);

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

Consequences:

I know that if I do not follow these expectations there will be consequences I will have to accept.

These consequences may be:

- removal of network access privileges;
- removal of email or online services privileges;
- removal of internet access privileges;
- removal of printing privileges;
- paying to replace wilfully damaged equipment;
- other consequences as outlined in relevant school policies or as determined by the school principal.

5/6 Acceptable Use Agreement

GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET, MOBILE DEVICES AND ONLINE SERVICES

Acceptable Use Agreement

For Students in Year 5/6

This agreement lays out the expectations that we are working towards embedding by the end of Year 6. Students may find some of these things hard to understand without talking it through with a parent or guardian. Although the teachers will speak to your child about these expectations, we ask that you read this agreement carefully and discuss each expectation carefully with them. Please do not hesitate to see your teacher regarding these expectations.

At Balwyn Primary School we support the rights of all members of the school community to 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 and Wellbeing 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;
- 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:
 - Bullystoppers Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx);
- 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 Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)

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;
- video and photo sharing websites (e.g. YouTube);
- blogs or micro-blogs;
- forums, discussion boards and groups (e.g. Google groups);
- wikis (e.g. Wikipedia);
- vodcasts and podcasts;
- video conferences and web conferences.

STUDENT EXPECTATIONS

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Only using devices when permitted/directed to do so by a teacher and under their supervision;
- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Never posting, sharing or saving information on a public website without permission from my teacher;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies and is inappropriate for a primary school audience;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or other online services with a user name or password of another student.

In addition, when I use my Bring Your Own Tablet device on the school premises, I agree to be a safe, responsible and ethical user at all times, by:

- Using my device only when directed by a teacher for specific learning purposes and understanding that my device will not be required for every lesson;
- Keeping my device on silent during class times, and only sending or reading messages when off the school premises (except when approved as part of a lesson);
- Ensuring that any content that is accessed, used or shown to others on the device is for an educational purpose and appropriate for a primary school aged audience;
- Storing and transporting my device safely while at school;
- Only taking and sharing photographs, sound or video recordings when:
 - directed by a teacher for a specific educational purpose;
 - participants are aware the recording is taking place and have provided their consent.

Consequences:

I know that if I do not follow these expectations there will be consequences I will have to accept.

These consequences may involve:

- Removal of network access privileges;
- Removal of email or online services privileges;
- Removal of internet access privileges;
- Removal of printing privileges;
- Paying to replace wilfully damaged equipment;
- No longer being able to bring in a personal device for use at school;
- Other consequences as outlined in relevant school policies or as determined by the school principal.

Appendix B: Safe and Responsible Behaviour

GENERAL EXPECTATIONS FOR STUDENT BEHAVIOUR WHILST USING TECHNOLOGY

When I use digital technologies 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 technologies and the internet I **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 means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- 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 technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- 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
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

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

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

Student Expectations

When using digital technology at school and home I will always:

“THINK”

T

Tell my parents, guardians or a teacher if I see something on a computer, tablet or internet that makes me feel sad, unhappy or scared.

H

Hide my passwords and passcodes and only share them with my parents, guardians or my teacher – NEVER with my friends.

I

Interesting websites and Apps are cool BUT I will always check with my parents, guardians or my teacher if I can play or use the App or website.

N

Name calling and being mean with a computer, tablet or internet is NOT cool and can be cyber bullying. I will always be nice online.

K

Keep my personal information (like my name, photos or videos, address, phone number or school) safe and NEVER share it online without permission from my parents, guardians or teacher.

NOTE: The THINK acronym is used from the Cyber Smart website: <http://www.cybersmart.gov.au/young%20kids/online-safety/Think.aspx>