

DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

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
- (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 Mirniyan 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:

- Mirniyan 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

At Mirniyan Primary School, in partnership with parents/carers, we aim to develop competent, curious learners in a rich learning environment supported by the most current technology. Students will become safe, confident, and respectful digital citizens.

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.

Mirniyan 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 Mirniyan Primary School

Mirniyan Primary School does not operate a Bring Your Own Device (BYOD) program. Personal devices including mobile phones and smart watches brought to school must be handed into the school office between 8:45am and 3:15pm. The school provides iPads or laptops to students in class, as necessary. These devices will remain the property of the school and are allocated by the teachers to enhance the learning program provided and to meet the requirements of the digital technologies learning area of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Mirniyan 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 Mirniyan 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, eSafety, Bully Stoppers, Hector's World and Digital Technology Hub.
- 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 and Assistant Principal 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.

Mirniyan Primary School acknowledges the development of AI technology and will adhere to all guidelines provided by the Department of Education. Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

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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 Mirniyan Primary School's Statement of Values and School Philosophy, Student Wellbeing and Engagement Policy, Inclusion and Diversity 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), Mirniyan 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
- included in staff induction processes
- discussed at staff briefings/meetings as required
- included in our staff handbook
- 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 the school office upon request.

RELATED POLICIES

- Student Wellbeing and Engagement policy
- Child Safety & Wellbeing policy
- Bullying Prevention policy
- Duty of Care policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2024
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Approved by	Principal
Next scheduled review date	July 2026 to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

*The Digital Learning Policy will be reviewed and approved by the School Council once they are appointed.

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement

ANNEXURE A: ACCEPTABLE USE AGREEMENT

ICT Acceptable Use Agreement

(for computer use and that of other digital technologies)

School profile statement

At Mirniyan Primary School, in partnership with parent/carers, our vision is to develop competent, curious learners in a stimulating and rich learning environment, supported by the most current technology. Students will become safe, confident and respectful digital citizens.

We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

This agreement 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.

At our School we:

- Have policies in place that outlines our school's values and expected student behaviour when using digital technology and the internet
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Supervise and support students using digital technologies in the classroom
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*eSmart, Hector's world, Digital Citizenship and online safety, Digital Technology Hub and eSafety*)
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Use online sites and digital tools that support students' learning to develop digital literacy skills
- 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
- 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](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx
 - [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
<https://www.esafety.gov.au/education-resources/iparent>
- Online programs such as (TBC in 2025) to support student learning across curriculum areas.
- Student have access to Ipads and laptops
- 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

- 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.asp)
 - eSafetyParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

Information and Communications Technologies (ICT) Acceptable Use Guidelines

The use of ICT at Mirniyan Primary School will continue to expand with a large number of devices available for both student and staff use, as well as an increase in the facilities and support for teaching and learning. These guidelines are designed to assist students and staff in their most effective use. These guidelines incorporate a variety of moral, legal and professional issues that need to be addressed.

It is important for both students and staff to develop the skills necessary to become responsible, reliable and respectful users of ICT. In order to assist this process, the following is a set of guidelines for the safe and responsible use of all learning technologies.

1. Acceptable use of the internet

1.1 Students must always seek permission from a teacher and be under teacher supervision at all times when accessing the internet.

1.2 All staff will take responsibility for notifying the system administrator of any inappropriate material so that access can be removed.

1.3 Students are not to look for, view or download unacceptable graphics, sounds or text files at any time. If students are unsure of what is acceptable, they are to ask a teacher for assistance.

1.4 Access rights will be revoked for any person accessing, attempting to access or failing to notify the teacher of any inappropriate material.

1.5 The downloading of any material from the internet, particularly games, music, video and copyrighted materials, requires permission from a teacher.

1.6 If a student should accidentally access a site with unacceptable material on it they should turn off the monitor or close the screen of a portable device and immediately tell a teacher.

1.7 Staff need to be fully aware of their responsibilities in terms of internet use by making themselves familiar with the DEECD Appropriate Use Guidelines.

1.8 All materials viewed, downloaded or accessed on the school's internet resources by students should be suitable for primary age children. If it is indicated that material is for secondary school use, students should not access it. If students are unsure, they should not access it until permission is sought.

Note: Simply because material is deemed suitable to be accessed at home, DOES NOT automatically indicate that it is appropriate at school.

2. Acceptable use of e-mail facilities

2.1 All users should use normal, polite and considerate language when using e-mail facilities to send and receive messages.

2.2 Only appropriate and approved e-mail software will be used throughout the school.

2.3 Staff members and students may have their own e-mail accounts.

2.4 Individuals are not to access any other person's e-mail at any time.

2.5 Sending any personal information (full name, address, phone numbers, etc.) via the school e-mail system is strictly forbidden.

2.6 If a student should receive an e-mail message that makes them feel uncomfortable, they are to immediately tell a teacher.

Mirniyan Primary School and the Internet

3. Publishing work using ICT

3.1 Students should thoroughly check their work before attempting to publish it using ICT. This should include copyright issues, spelling, grammar, appropriateness of graphics, sounds, topic, etc.

3.2 After being checked by a student, the work must then be checked thoroughly by a teacher and be authorised as being suitable for publication.

3.3 All members of the school community need to be aware of the need to publish material that promotes the school.

3.4 Students and teachers must always consider copyright laws when copying any type of material for use in their work.

3.5 If student work is to be published on the internet, permission must be gained from the owners of any material copied or used within their work, e.g. pictures, sounds, etc.

3.6 Work to be published for viewing or use only within the school setting does not require parental permission.

4. Consequences for disregard of the acceptable use guidelines by students

Students at Mirniyan Primary School will be given every opportunity to utilise the extensive ICT facilities available to them. They also have a responsibility to use it sensibly and appropriately. Students will undergo lessons aimed at developing in them a sense of responsibility, ownership and safety when using these facilities. Should the children fail to follow these guidelines, the following strategies and consequences will be put in place.

4.1 First or minor offence: Short term (one week) suspension from using any ICT within the school. Letter home to parents.

4.2 Second or more serious offence: Long term (one month) suspension from using any ICT within the school. Letter home accompanied by an interview with parents.

4.3 Any subsequent or particularly serious offence: Any subsequent or serious offences will be dealt with under school-wide welfare and disciplinary procedures as outlined in the student wellbeing and engagement policy and the student code of conduct.

4.4 Notes:

- All offences should be reported to the Classroom Teacher and the Principal or Assistant Principal, where appropriate.
- Should a deliberate or particularly offensive act occur, step one or two may be bypassed.

Parent's declaration (for all children)

Child's Name: _____ Grade: _____

Parent or Guardian's Name: _____ Date: _____

Declaration:

I have read and discussed the internet protocol with my child, and I understand that internet access is designed for educational purposes at Mirniyan Primary School. I also recognise that, although the school has monitoring procedures in place to restrict access to controversial materials, this is not always possible.

Parent or Guardian's Signature: _____

Date: _____

Permission:

I give permission for my child to:

- access the Internet for information within their classroom program.
- send and receive external e-mail from other primary school students.
- send and receive external e-mail from other people and organisations as approved by their classroom teacher.

Parent or Guardian's Signature: _____ Date: _____

Please Tick	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6

Child's declaration (for Grade 3-6 children)

Child's Name: _____ Grade: _____

Declaration:

When using the Internet at Mirniyan Primary School I will:

- access internet resources only within the area specified by my teacher.
- not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- never send a person my picture or anything else without first checking with my teacher.
- always have my teacher's permission before sending e-mail.
- not respond to any messages that are mean or in any way make me feel uncomfortable.

If I come across any information that is unsuitable or makes me feel uncomfortable, I will click on "HOME", turn off the monitor and then tell my teacher right away.

I have permission from my parents to:

- access the Internet for information within my classroom program
- send and receive external e-mail from other primary school students
- send and receive external e-mail from other people and organisations as approved by my classroom teacher

I have read the Mirniyan Primary School Acceptable Use Policy with my parents or guardians and discussed the contents.

I understand that I need to use the Mirniyan Primary School computers in an appropriate manner and in accordance with the Acceptable Use Policy. If I do not, I will face the consequences as listed in the policy.

Student's Name: _____ Student's Signature: _____

Teacher's Name: _____ Date: _____

Please tick	Grade 3	Grade 4	Grade 5	Grade 6
☐	☐	☐	☐	☐

For further support with online issues students can call Kids Help Line on 1800 551800
 Parents/Carers call Parent Line on 132289 or visit <https://esafety.gov.au/>