



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 Tulliallan 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:

- Tulliallan 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

Tulliallan 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.

Tulliallan 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.

The following basic belief guides the implementation of the Digital Technologies/Mobile phone Policy. It is based on the principles of mutual responsibility and respect of all parties involved in the use of Digital Technologies/Mobile phones. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of Digital Technologies/Mobile phone by students and involves parents as partners in assisting their children in the proper use of Digital Technologies/Mobile phones. It is underpinned by an overall requirement for students to exercise care and use their Digital Technologies/Mobile phone in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take Digital Technologies/Mobile phone to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's rules.

Students, their parents or guardians must read and understand the Acceptable Use Policy for students to be able to have permission to bring Digital Technologies/Mobile phone to school.

Personal Devices at Tulliallan Primary School

Tulliallan Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Tulliallan Primary School has made special arrangements with Edunet Computer Services, who offer discounted prices for the lease or purchase of devices for our students.

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

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 the school on 8766 3100.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Tulliallan 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 Tulliallan 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 [insert details of specific programs]
- 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 their Home Group 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 Tulliallan 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), Tulliallan 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 way:

- Available publicly on our school’s website
- Included in staff induction processes

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	School Council – July 12th 2023 Digital Technologies Curriculum Team – November 2022
Approved by	Principal
Next scheduled review date	November 2024

This policy relates to:

- **Child Safe Standard 9: Physical and online environments** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement



Tulliallan Primary School Digital Technologies Acceptable Use Policy

RATIONALE

The Digital Technologies Acceptable Use Policy at Tulliallan Primary School supports student learning and the school curriculum.

The following basic belief guides the implementation of the Digital Technologies Acceptable Use Policy. It is based on the principles of mutual responsibility and respect of all parties involved in the use of Digital Technologies. It requires accountability on the part of the user for his or her actions. It is designed to assist in managing the safe and responsible use of all forms of Digital Technology by students and involves parents as partners in assisting their children in the proper use of Digital Technologies. It is underpinned by an overall requirement for students to exercise care and use Digital Technologies in a considerate manner and to be aware of situations in which others could be affected by their actions. It makes clear that the privilege to take a communication device such as a mobile phone or smartwatch to school may be withdrawn if a student fails in his or her duty to behave responsibly and in accordance with the school's rules and policy.

Students and their parents/guardians must read and understand the Acceptable Use Policy for students to be able to have permission to bring and/or use all forms of Digital Technology at school.

POLICY STATEMENT

At Tulliallan Primary School staff understand that the widespread ownership of Digital Technologies among young people requires that school administrators, teachers, students, and parents take steps to ensure that Digital Technologies are used responsibly at schools. This Digital Technologies Acceptable Use Policy is designed to ensure that potential issues involving Digital Technologies can be clearly identified and addressed, ensuring the benefits that Digital Technologies provide (such as access to more information and increased safety) can continue to be enjoyed by our students.

Tulliallan Primary School has established the following Acceptable Use Policy for Digital Technologies that provides teachers, students and parents guidelines and instructions for the appropriate use of Digital Technologies during school hours.

Students, their parents/guardians must read and understand the Acceptable Use Policy for students to be given permission to bring Digital Technologies such as a mobile phone or smartwatch to school.

The Acceptable Use Policy for Digital Technologies also applies to students during school excursions, camps and extra-curricular activities.

IMPLEMENTATION

RESPONSIBILITY

- It is the responsibility of students who bring Digital Technologies to school to abide by the guidelines outlined in this document.
- The decision to provide Digital Technologies such as a mobile phone or smartwatch to their children should be made by parents/guardians.
- Parents should be aware if their child takes any form of Digital Technologies to school.
- Permission to have Digital Technologies at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.

ACCEPTABLE USES

- All mobile phones are to be signed in to the office where they will be stored in a lockable cupboard, in accordance with this agreement and the school Mobile Phone Policy.
- Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Laptops and any other Digital Technologies that are accessible during learning times should not be used as a communication device and should only be used as per the guidance and instructions of Tulliallan teacher's to enhance learning experiences.
- Smartwatches must have notifications switched off and parental controls enabled to ensure their purpose is that of a watch, not of a communication device. This means that parents/guardians must understand that if a smartwatch cannot have the communication functions disabled, that it will be treated as a phone and subject to the guidelines set out in the school's Mobile Phone Policy.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and messages.

UNACCEPTABLE USES

- Digital Technologies should not be used in any manner or place that is disruptive to the normal routine of the school and must not disrupt classroom lessons with notifications. This means that it should not be used to make calls, send SMS or other messages, browse the internet, take photos of any kind or use any other application during school lessons and other educational activities, such as assemblies, camps, excursions, etc.
- Students with Digital Technologies may not engage in personal attacks, harass another person or persons, or post private information about another person using any messaging or communication service, including taking/sending photos or objectionable images. Failure to adhere to this will result in consequences (*see Inappropriate Conduct and Sanctions section below*).
- It is forbidden for students to use their Digital Technologies to take videos and pictures of acts to denigrate and humiliate another student and then send the pictures to other students or upload it to a website for public viewing. This also includes using Digital Technologies to photograph or film any student without their consent. It is a criminal offence to use Digital Technologies to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Failure to adhere to this will result in consequences (*see Inappropriate Conduct and Sanctions section below*).
- Digital Technologies are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school. Failure to adhere to this will result in consequences (*see Inappropriate Conduct and Sanctions section below*).
- Should there be repeated disruptions to lessons caused by Digital Technologies, the responsible student may face disciplinary actions in accordance with Tulliallan Primary School procedures (*see Inappropriate Conduct and Sanctions section below*).

THEFT OR DAMAGE

- Mobile phones (or any other device such as a smartwatch that receives notifications and has the functionality of a mobile phone which cannot be disabled) are expected to be signed in to the office. Students should mark their Digital Technologies clearly with their names to ensure there are no issues with identifying device ownership.
- Students who bring other Digital Technologies devices to school should leave it in their bag when they arrive. To reduce the risk of theft during school hours, students who carry Digital Technologies are advised to keep them well concealed and not 'advertise' they have them.
- Digital Technologies that are found in the school and whose owner cannot be located should be handed to the front office reception.
- The school accepts no responsibility for replacing lost, stolen or damaged Digital Technologies of any form.
- The school accepts no responsibility for students who lose or have their Digital Technologies stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Digital Technologies passwords must not be shared under any circumstances.
- Lost and stolen devices in Australia can be blocked across all networks. You must contact your mobile service provider to request an IMEI block. Once the block is implemented by your service provider, it will also block the IMEI of your device on all networks, making it inoperable in Australia. In the event your device is found, your mobile service provider will be able to unblock your device.

INAPPROPRIATE CONDUCT AND SANCTIONS

Students who are found to be using Digital Technologies inappropriately or maliciously will be subject to disciplinary action based on the severity of the misconduct, in accordance with Tulliallan Primary School's policies and procedures (see the Consequences section of this agreement as well as the Student Wellbeing, Engagement and Inclusion Policy for more details). This may include the suspension of a student's right to use technology at school for a fixed period of time, or the suspension of a student's right to bring their device to school for a fixed period. The student's parents/guardians would be informed of such actions taken when necessary.

It should be noted that it is a criminal offence to use Digital Technologies/Mobile Phones to menace, harass or bully another person. As such, if action in accordance with Tulliallan Primary School discipline procedures has been taken and it is deemed that further action is required, as with all such incidents, the school may consider it appropriate to involve the police for investigation. In such cases, parents/guardians would be notified immediately of such action.

EVALUATION AND REVIEW

A review of the Digital Technologies Acceptable Use Policy will be undertaken every three years.

The review will be the responsibility of the School's Digital Technology Team and School Council.

This policy was last updated in November 2022 and is scheduled for review in November 2024.

TULLIALLAN PRIMARY SCHOOL STUDENT ACCEPTABLE USE OF DIGITAL TECHNOLOGIES AND DEVICES INCLUDING MOBILE PHONES AND INTERNET PARENT INFORMATION

SCHOOL PROFILE STATEMENT

Digital Technologies provides students with opportunities to engage with online learning, digital communication and access to rich information to support global understanding and education.

At Tulliallan Primary School we support the rights of all members of the school community to be provided a safe, inclusive and supportive learning environment where student's privacy and personal information is protected. 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 when using Digital Technologies and social media.

At our school we:

- have a **Student Wellbeing, Engagement and Inclusion 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
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using Digital Technologies within the school and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures
 - Duty of Care and Supervision (<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- 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
 - eSafety Commissioner Parent Page (<https://www.esafety.gov.au/parents>)
 - eSmart Parent Page (<https://www.esmart.org.au/esmart-schools/resources-1/for-parents/>)

Tulliallan Primary School Student Acceptable Use Agreement For Safe And Responsible Behaviour When Using Digital Technologies And Mobile Phones

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
- 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 parent's/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 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.
- discussed the consequences of removal of access to Digital Technologies if not following the agreement

I will use this knowledge at school and everywhere I use Digital Technologies and the Internet.

CONSEQUENCES

The following table outlines the process that staff at Tulliallan Primary School use for managing behaviours that do not align with the expectations set out in this agreement. The list of example behaviours given is not exhaustive and is subject to change, as per our Student Wellbeing, Engagement and Inclusion Policy. Minor behaviours should start at Step 1 of the Behaviour Management Process, whereas Major behaviours should start at Step 3 or 4.

Behaviour Classifications

Minor

- Browsing websites that are not part of the task
- Looking up random images on Google
- Taking photos of random things or selfies that are not work related
- Playing online games
- Interfering with other peoples' devices

Major

- Searching up inappropriate content online
- Bullying, harassing or intimidating others online
- Using technology to take inappropriate photos or video of other people
- Sharing or typing rude comments
- Repeated misuse of technology (minor behaviours), at least twice in one day

Behaviour Management Process

Step 1 - Reminder about expected behaviour as per Acceptable Use Agreement

Step 2 - Name on board as a visual reminder

Step 3 - Removal from technology for the remainder of the day, chronicle sent home to guardians

Step 4 - Sent to Year Level/Specialist Leader for follow-up, chronicle and phone call to guardians, as well as removed from technology for three days

Step 5 - Sent to School Leadership for follow-up, chronicle and phone call to guardians, as well as removed from technology for a week

ACKNOWLEDGMENT

This Acceptable Use Agreement applies to all Digital Technologies and the Internet including (although not limited to):

- school owned Digital Technologies 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.

My child and I have discussed the Agreement and understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement to support safe Digital Technology code of practice.

PARENT AGREEMENT

I understand that there are actions and consequences established within the school's Student Wellbeing, Engagement and Inclusion Policy if my child does not behave appropriately.

By signing this agreement, I also authorise staff at Tulliallan Primary School to use my child's full name alongside their assessment data and notes on the Department of Education endorsed and secure EduStar Google Suite. I acknowledge that staff will use this information strictly for planning and assessment purposes only.

STUDENT NAME:	
STUDENT SIGNATURE:	
DATE:	

PARENT NAME:	
PARENT SIGNATURE:	
DATE:	

This agreement is for the period of 2023 to 2024