



"We flourish as engaged bilingual global citizens who can face challenges as critical, creative thinkers. Our exemplary holistic education promotes a lifelong love of learning."

DIGITAL LEARNING

(Internet, Social Media & Digital Devices) POLICY

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact the school office on 9882 4663 or camberwellps@education.vic.gov.au

PURPOSE

The purpose of this policy is to ensure that all students and members of the Camberwell Primary 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 1-to-1 iPad 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.

SCOPE

This policy applies to all students and staff at Camberwell 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 and students also follow our schools Acceptable Use Agreement (appendix 1).

School Name: Camberwell Primary School		Policy name Digital Learning (Internet, Social Media & Digital Devices)	Policy Ref. Number VRQA
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Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

Camberwell 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)

POLICY

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.

Vision for digital learning at Camberwell Primary School

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

At Camberwell Primary School we believe that the safe use of digital technologies including the internet, online platforms, apps, computers and tablets can provide students with a range of rich opportunities to support learning and development.

Through increased access to digital technologies, students can benefit from enhanced 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.

Camberwell Primary School believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Camberwell Primary School

During school hours students from Foundation (Prep) to Year 6 have access to iPads in the classroom. Students in Years 1-6 are provided with iPads on a 1:2 basis, while students in Foundation are provided with a set of 10 iPads per class.

iPads are to be stored securely in classrooms at all times when not in use and not transported to and from school unless in exceptional circumstances where permission has been granted by the Principal.

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Safe and appropriate use of digital technologies

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

Camberwell Primary recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/carers work with us to encourage and promote safe online behaviour at all times.

At Camberwell Primary School we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies. These programs include: eSmart Week, collaborative development of class iPad protocols and weekly wellbeing lessons which include discussion of issues related to the digital space
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement and Wellbeing* policy that outlines our school's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school (see Appendix A).
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/ carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school iPads to students will only be permitted where students and their parents/carers have completed and signed an Acceptable Use Agreement. This must occur at the beginning of each school year.

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It is the responsibility of all students to protect their own password and not divulge it to another person. If a student knows or suspects an account has been used by another person, the account holder must notify the classroom teacher immediately. In the case of a staff member, the account holder must notify the 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.

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 leadership and parent or carer.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with the school's *Statement of Values and School Philosophy Policy*, *Student Engagement & Wellbeing Policy*, *CPS Student Code of Conduct* and the *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), Camberwell Primary School will institute a staged response, consistent with the above school policies and the Department's *Student Engagement and Wellbeing Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges

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- other consequences as outlined in the school’s *Student Engagement & Wellbeing* and *Bullying Prevention* policies.

COMMUNICATION

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

- able on request from the school office

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- CPS Student Engagement and Wellbeing Policy
- CPS Bullying Prevention Policy
- CPS Statement of Values and School Philosophy Policy
- CPS Student Code of Conduct

The following Department of Education information and policies have informed the development of this policy:

- [DET Policy and Advisory Library \(PAL\) Personal Devices- Access](#)
- [DET PAL- Digital Learning in Schools](#)
- [DET PAL- Social Media Use to Support Student Learning](#)
- [Optimising technology use in schools- DET FUSE](#)

REVIEW CYCLE AND EVALUATION

Policy last reviewed	December 2022
Consultation	CPS Community Google Survey 5-12 December 2022
Approved by	Principal
Next scheduled review date	2024

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