

Kilmore Primary School

Principal: Mr Neil O'Sullivan

35 Lancefield Road, Kilmore 3764 • PO Box 105, Kilmore 3764 • ABN 85 985 746 253
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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 the school administration office on (03) 5782 1268 or via kilmore.ps@education.vic.gov.au

PURPOSE

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

- (a) Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our 1-to-1 BYOD iPad program for selected year levels until the end of the 2025 school year
- (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

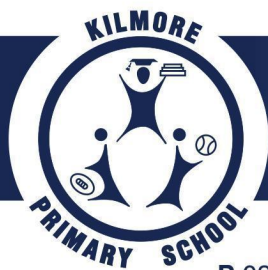
SCOPE

This policy applies to all students and staff at Kilmore 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:



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- Kilmore Primary School's *Child Safety Code of Conduct* ([School Policies](#))
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (School councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

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

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

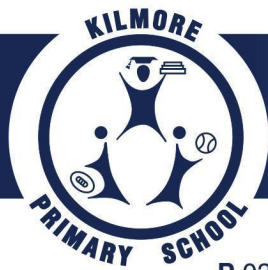
Kilmore Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately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

Personal Devices at Kilmore Primary School

Kilmore Primary School operates a Bring Your Own Device (BYOD) program that is currently being phased out. Students are no longer required to bring their own devices to school. Kilmore Primary School will provide digital resources within the classroom environment.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kilmore Primary School, we are committed to educating all students to use



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digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Kilmore 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 Ditto Safe Adventure program and e-safety commissioner curriculum
- 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 User 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 (*Appendix A*).

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 a member of leadership 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.

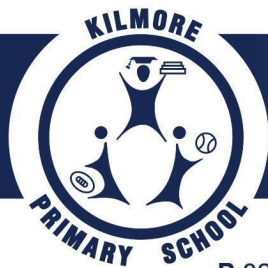
Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Kilmore 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), Kilmore Primary School will utilise 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



COMMUNICATION

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

- Included in staff induction processes
- Available publicly on our school's website
- Included in our staff handbook/manual
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request
- Included in transition and enrolment packs
- Included as annual reference in school newsletter

FURTHER INFORMATION AND RESOURCES

The following [School Policies](#) are also relevant to this policy:

- *KPS Bullying Prevention Policy*
- *KPS Child Safety and Wellbeing Policy*
- *KPS Code of Conduct*
- *KPS Student Wellbeing and Engagement Policy*

The following Department of Education and Training policies are relevant to this policy:

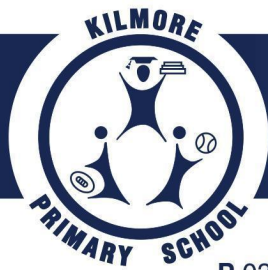
Policy and Advisory Library:

- [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.](#)

POLICY REVIEW AND APPROVAL

The Principal and School Council is responsible for reviewing and updating this policy every two years. The review will include input from students, parents/carers and the school community.

Policy last reviewed	May 2023
Consultation	School Council and Kilmore Primary School staff
Approved by	Principal
Next scheduled review date	May 2025



APPENDIX A: ACCEPTABLE USE AGREEMENT

Part A – Agreement to be signed by the student and parent

Our School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

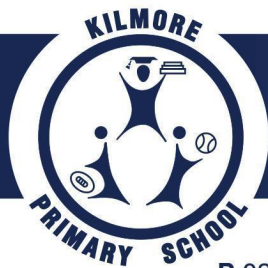
To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Our School uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Training search engine Connect
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home



Part B - Student Agreement

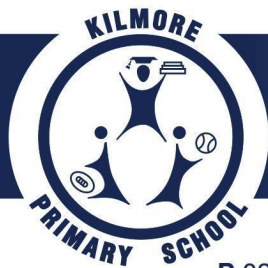
When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning

environments established by our school or accessed using school owned networks or systems, including (although are not limited to):



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- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities.

NSSCF Acceptable Use of Netbook

Requirements for parents/carers and students accessing portable devices purchased with commonwealth government funding for (Digital Education Revolution /National Secondary School Computer Funds

The Digital Education Revolution– VIC program aims to improve student learning experiences both in and out of the classroom. Our School is providing students with a digital device on the expectation that they will make good decisions with regard to their personal use of technology.

The acceptable use agreement must be signed and provided to the school before the device will be issued or used.

1. Purpose

The digital device is to be provided as a tool to assist student learning both at school and at home.

2. Equipment

2.1 Ownership

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Chargers should be left at home.

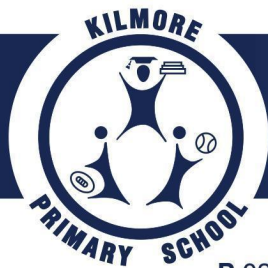
2.1.2 The school retains ownership of the device and its accessories.

2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.

2.1.4 If the student leaves the school the device must be returned to the school

2.2 Damage or loss of equipment

2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty



covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school. Note: That theft from a locker whether padlocked or not, is not viewed as a theft by the insurer.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/carer provided to the school. For loss, the student/parent must replace the cost of a new digital device.

2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged accessories.

2.2.7 If a device is damaged and said damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal of the School may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device. In most cases the student will need to pay an excess fee of \$100.00

2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

3. Standards for device

The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

3.1.5 Students must return the device and all accessories by the notified due date in December each year.



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KILMORE PRIMARY SCHOOL ICT ACCEPTABLE USE AGREEMENT

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable ICT Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these

conditions will result in internet and mobile technology access privileges being suspended or revoked. I also understand that if the device is lost or damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.

Student Surname _____ First Name

Grade _____

Student Signature

Parent/Carer Name

Parent/Carer Signature

Date

For further support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>