

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 office on 95712662

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 Carnegie 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 ensure our local Acceptable Use Policy is followed

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Carnegie Primary School's Child Safety Code of Conduct

RESPECT



- [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.

Carnegie 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Carnegie 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.

At Carnegie 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 Commission programs (Hector's World & Be Secure Quiz) and a detailed and in-depth email program beginning in Year 3
- 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 classroom teacher or ICT 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 Yar 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 has established an Instagram account and a YouTube Live channel to showcase student achievement, communicate with the community and allow our community to watch special events live.

Parents are welcome to contact the office if they have any questions or concerns about students participating in these forums.

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 Carnegie Primary 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 Carnegie 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), Carnegie 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
- Included in staff induction processes and Child Safety training processes
- Discussed at staff briefings/meetings as required
- On the staff Google Drive containing policies
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

RESPECT



POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	Principal and School Council
Next scheduled review date	September 2024



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Carnegie Primary - Prep 2021 Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents,

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Reading Eggs.

Part A: School Profile Statement

Carnegie 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/guardians work with us and encourage this behaviour at home.

At Carnegie Primary we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- 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
- know that some online activities are illegal and as such we are required to report this to the police

RESPECT



- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign to indicate you have discussed these points with your child.



Part B: Safe and Responsible Behaviour

(Parents, after discussions with teachers in class, your child has ticked each box to show their understanding)

When I use digital technologies I will:

• USE NICE WORDS

This means:

- ☐ never writing mean words on the computer or iPad.
- KEEP MY NAME AND INFORMATION SECRET by not telling my full name, photo, birthday, address and phone number to anyone on the computer or iPad.

This means:

- ☐ not telling anyone on the computer things like my name, address and age.
- ☐ only sharing my passwords with my teacher and parents.
- LOOK AFTER MYSELF AND OTHERS by thinking about what I share online.

This means:

- ☐ telling an adult if someone is unkind to me or if I know someone else is upset or scared.
- ☐ close the laptop or iPad if I see something I don't like and tell a trusted adult.

When I use school digital technologies, including iPads and laptops I will:

- ☐ restart the laptop properly.
- ☐ only go on apps / programs that I've been told to.
- ☐ not go into other people's work (folders and files).
- ☐ look after the iPads and laptops.
- ☐ never run with or eat near the iPads and laptops.

Part C: Consequences

If I fail to comply with the above guidelines, the teacher will follow the following procedure:

Complete a copy of **Carnegie Primary School Cyber Safety Essential Agreement Consequences Form**.

The teacher in consultation with school administration will determine appropriate consequences for any breach of this Acceptable Use Agreement.

Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behavior.
- Suspension from using technologies at school. e.g. 1 day, 1 week.
- Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- Parents informed.

Part D: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date _____

Part E: Parent Reflection

After discussing these points with your child, please write a short reflection:

RESPECT



Part F: Parents Declaration

I / We have read through this document with our child and will continue to support the correct use of technology at school and at home.

Signed _____ Date _____



Carnegie Primary - Year 1 and 2 2021 Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents,

Cybersafety is an important issue for young children. By the time young children arrive at school, many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Reading Eggs.

Part A: School Profile Statement

Carnegie 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/guardians work with us and encourage this behaviour at home.

At Carnegie Primary we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- 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
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child

RESPECT



- provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign to indicate you have discussed these points with your child.

Part B: Safe and Responsible Behaviour

(Students, please tick each box to demonstrate your understanding of each point)

When I use digital technologies I will:

- BE RESPECTFUL AND USE NICE WORDS

This means:

- ☐ never sending mean or bullying messages.
- ☐ not being mean to others (This can include leaving someone out to make them feel bad).
- ☐ not copying someone else's work.
- KEEP MY NAME AND INFORMATION SECRET by not telling my full name, photo, birthday, address and phone number to anyone on the computer or iPad.

This means:

- ☐ not telling anyone my personal information.
- ☐ always logging out of online accounts correctly (e.g. Mathletics).
- ☐ only sharing my passwords with my teacher and parents (e.g. Mathletics).
- LOOK AFTER MYSELF AND OTHERS by thinking about what I share online.

This means:

- ☐ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.

RESPECT



- ☐ not putting photos or videos of other people online without their permission
- ☐ telling a trusted adult if someone is unkind to me, or if I know someone else is upset or scared.
- ☐ stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- ☐ using sites that are right for my age and not deliberately searching for something rude or bad.
- ☐ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.

When I use school digital technologies, including iPads and laptops I will:

- ☐ restart the laptop properly and wait for it to restart before closing the laptop.
- ☐ close apps / programs when I have finished.
- ☐ only go on apps / programs that I've been instructed to.
- ☐ not move any apps.
- ☐ not change the background, wallpaper or change any settings.
- ☐ delete any photos I take from the iPad.
- ☐ not go into other people's folders or files.
- ☐ not delete anyone else's files.
- ☐ report anything I see that is inappropriate straight away.
- ☐ not look up anything inappropriate on the internet.

Part C: Student Reflection

After discussing these points with your teacher, write a short sentence about why you think it is important to be safe while using technology.







Part D: Parent Reflection

After discussing these points with your child, please write a short reflection:

Part E: Consequences

If I fail to comply with the above guidelines, the teacher will follow the following procedure:

Complete a copy of **Carnegie Primary School Cyber Safety Essential Agreement Consequences Form**.

The teacher in consultation with school administration will determine appropriate consequences for any breach of this Acceptable Use Agreement.

Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behavior.
- Suspension from using technologies at school. e.g. 1 day, 1 week.
- Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- Parents informed.



Carnegie

Primary School

WELCOMING ENGAGING ACHIEVING

Part F: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date _____

Part G: Parents Declaration

I / We have read through this document with our child and will continue to support the correct use of technology at school and at home.

Signed _____ Date _____

Carnegie Primary - Year 3 to 6 2021 Acceptable Use Agreement

Student Name: _____ **Year** _____

Dear Parents,

Cybersafety is an important issue for young children. By the time young children arrive at school, many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as Mathletics or Reading Eggs.

Part A: School Profile Statement

Carnegie 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/guardians work with us and encourage this behaviour at home.

RESPECT



At Carnegie Primary we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies
- raise our students' awareness of issues such as online privacy and intellectual property including copyright
- supervise students when using digital technologies for educational purposes
- 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
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/guardians with a copy of this agreement.

On the following pages you will find a list of technology related issues that your child has discussed in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign to indicate you have discussed these points with your child and that you give permission for your child to have their own school gmail account (@carnegieps.vic.edu.au).



Part B: Safe and Responsible Behaviour

(Students, please tick each box to demonstrate your understanding of each point)

When I use digital technologies I will:

- COMMUNICATE RESPECTFULLY by thinking and checking that what I write or post is polite and respectful.

This means:

- ☐ never sending mean or bullying messages or passing them on, as this makes me part of the bullying.
- ☐ not using actions online to be mean to others. (This can include leaving someone out to make them feel bad).
- ☐ not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link).

- PROTECT PERSONAL INFORMATION by being aware that my full name, photo, birthday, school name, address and phone number is personal information and not to be shared online.

This means:

- ☐ protecting and not sharing my personal details.
- ☐ protecting my password and not sharing it with others, as well as logging out of websites.
- ☐ only joining a space online (including social media) with my parent or teacher's guidance and permission, having read the terms and conditions.
- ☐ never answering questions online that ask for my personal information.

- LOOK AFTER MYSELF AND OTHERS by thinking about WHAT I share online.

This means:

- ☐ never sharing my friends' full names, birthdays, photos, school names, addresses and phone numbers because this is their personal information.
- ☐ speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- ☐ speaking to a trusted adult if someone is unkind to me.
- ☐ speaking to a trusted adult if I know someone else is upset or scared.

RESPECT



- ☐ stopping to think about what I post or share online, as once it's posted it cannot be taken back.
- ☐ using spaces, websites and apps that are appropriate for my age.
- ☐ not deliberately searching for something rude or violent.
- ☐ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.
- ☐ being careful with the equipment I use.
- ☐ not putting photos or videos of other people online (including social media) without their permission and never in school uniform.



- When I use school digital technologies, including iPads and laptops I will:
 - ☐ shutdown or restart the laptop properly.
 - ☐ close apps / programs when I have finished.
 - ☐ only go on apps / programs that I've been instructed to.
 - ☐ not move any apps.
 - ☐ not change the background, screensavers, wallpaper or change any settings.
 - ☐ delete any photos I take from the iPad.
 - ☐ not go into other people's folders or files.
 - ☐ not delete anyone else's files.
 - ☐ report anything I see that is inappropriate straight away.
 - ☐ not look up anything inappropriate on the internet.

Part C: Student Reflection

After discussing these points with your teacher, please write a short reflection:

Example: What are your thoughts on appropriate use of technology?

 Why is our Acceptable Use Agreement Important?

RESPECT



Part D: Parent Reflection

After discussing these points with your child, please write a short reflection:

Part E: Consequences

If I fail to comply with the above guidelines, the teacher will follow the following procedure:

Complete a copy of **Carnegie Primary School Cyber Safety Essential Agreement Consequences Form**.

The teacher in consultation with school administration will determine appropriate consequences for any breach of this Acceptable Use Agreement.

RESPECT



Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behavior.
- Suspension from using technologies at school. e.g. 1 day, 1week.
- Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- Parents informed.

Part F: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date_____

Part G: Parents Declaration & Email Permission

- I / We have read through this document with our child and will continue to support the correct use of technology at school and at home.
- **I also give permission for my child to have and use a school Gmail account**
(name@carnegieps.vic.edu.au) whilst at Carnegie Primary School.

Signed _____ Date_____



Carnegie Primary School Cyber Safety Consequence Form

Student Name: _____ Grade: _____

Date: _____

Details of inappropriate use of ICT (student):

RESPECT



Teacher comments:

Consequences implemented:

☐

Student and teacher discuss the inappropriate behavior.

☐

Suspension from using ICT (Information Communication Technologies) at school for a set period of time.

☐

Suspension time issued: _____ Date started: _____ End Date: _____

Indefinite suspension from ICT use until the school deems the student is ready to be reinstated.

☐

Parents informed

Student Signature: _____

Teacher Signature: _____

Parent Acknowledgement

I/We have read and discussed the Carnegie Primary School Cyber Safety Guidelines with
_____ (student's name).

Signed (Parent/Guardian): _____ Date: _____

A copy of completed form will be placed into the student's file.



RESPECT

Parent Notification of Breach to Carnegie Primary School Cyber Safety Agreement.

Dear _____,

I am writing to inform you that your child _____ has breached Carnegie's Acceptable Use Agreement.

For your information, I have attached a copy of the **Carnegie Primary School Cyber Safety Consequence Form** which has been completed with your child.

It would be appreciated if you could read through the agreement below to reinforce expected behaviours with your child.

Please complete the parent section of the **Cyber Safety Consequence Form**.

Please contact me if you would like to discuss this matter further.

Kind Regards,

Guidelines/Code of Conduct

Permission and supervision by a teacher is required when:

- using online resources, mobile devices or uploading and downloading information or images.
- taking, sending or posting information or images including others, about others or created by others.

Never share your password or use the password of someone else.

Never give out personal information about yourself or others.

Only send and post appropriate messages and images knowing that anyone may see them.

Always log out from online accounts before leaving.

Only open emails from, and chat with, people you know.

Don't be tricked by emails and sites offering prizes or wanting you to 'pass it on'.

Never arrange to meet someone you have met online.

Check the reliability of information by cross checking multiple sites and using teacher recommended sites.

RESPECT



Use the school network responsibly by only accessing appropriate webpages, your own personal folder and shared folders appropriate to your level.

Report any sites, issues or behaviors of concern to a teacher immediately.