

# 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  
9874 2511

## 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 Digital Technologies specialist program
- (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

## SCOPE

This policy applies to all students and staff at Vermont 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 Agreement (THINK for F-2 and eSmart CPR 3-6. See Appendix A & B.

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

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

## DEFINITIONS

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

## **POLICY**

### **Vision for digital learning at our school**

At Vermont Primary school we believe that digital technologies provide students with the opportunity to acquire and apply specific ways of thinking about problem solving to create innovative, purpose-designed digital solutions.

Digital technologies empower students to move from being confident users and consumers of digital systems – ICT as a general capability – to being discerning and creative problem solvers, equipped for an increasingly knowledge-based economy and society.

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. The Digital Technologies curriculum will be implemented as a Specialist Program and where possible the teaching and learning of Digital Technologies will be integrated into other areas and taught by the classroom teacher.

Vermont Primary School acknowledges that the effective and safe use of technology relies upon the development of responsible cyber-citizenship, and is committed to being an eSmart school. Vermont Primary School believes that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught when linked to the school's values - RESPONSIBILITY, RESPECT, CARING & STRIVE and in partnership with parents/guardians.

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.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Vermont 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 Vermont 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 the Alannah and Madeline Foundation eSmart program]
- 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 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 technologies for their schoolwork (*See Appendix A & B*)

- 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 school and level newsletters, website Sentral and information sessions.

Use of school owned devices for student use of digital technologies at school will only be permitted where students and their parents/carers have completed and signed the relevant *Acceptable Use* and *Permission to Use & Publish on the Internet* Agreements.

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 supervising 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 Vermont Primary School's *School Values, eSmart Program, 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), Vermont Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

When breaches occur, staff will follow the Vermont Primary School Responding to Cyber Incidents Procedures (Appendix C & D). 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. These include:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- other consequences as outlined in the school’s *Student Engagement and Wellbeing* and *Bullying Prevention* policies.

Parents/guardians will be notified if their child is involved in any incidents of cyberbullying and/or breaches of the User Agreement. Such breaches will be recorded in Sentral.

## 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 [and child safety training](#) processes
- Included as annual reference in school newsletter
- Made available in hard copy from school office upon request

## POLICY REVIEW AND APPROVAL

|                            |   |
|----------------------------|---|
| Policy last reviewed       | 2022  |
| Consultation               | VPS Wellbeing PLT<br>School Council           |
| Approved by                | Principal<br>School Council      October 2022 |
| Next scheduled review date | 2024  |

## APPENDICES

### APPENDIX A

# Vermont Primary School

## F – 2 Acceptable Use Agreement



Dear Parents and Guardians,

Digital technologies and the internet are essential for modern learning. We know however, that these technologies need to be used responsibly. We'd like you to work with us to ensure that your child understands what is safe and responsible to do.

That's why we've developed this Acceptable Use Agreement. It aims to help you have a discussion about smart, safe and responsible use of computers and the internet with your child and support what they will be learning as a part of the VPS eSmart curriculum.

Please read it, discuss it with your child(ren), to refresh both the content and your child(ren)'s understanding of the agreement signed previously. A copy of the previously signed agreement has been kept in your child(ren)'s file.

Breaches of the agreement will result in students' school account privileges being withdrawn for a period of time deemed appropriate by the classroom/Digital Technologies teacher, Principal, parent and student.

**Parents / guardians will be informed of all breaches of the User Agreement and an Incident Report will be recorded in the school's student management system Sentral for data collection**

Further information about how to best support your child can be found on the following websites:

**Vermont Primary School Policies & Procedures** - <http://www.vermontps.vic.edu.au/>

1. Internet Policy
2. eSmart Policy and eSmart Scope and Sequence
3. Student Wellbeing and Engagement Policy
4. Cyberbullying Policy
5. Responding to Cyber Incidents Procedures

**Office of the Children's eSafety Commissioner** – responsible for leading online safety education for Australian children and young people

<https://www.esafety.gov.au/>

**Kids Helpline** - activities and games for students to learn about how to be safe online

<http://www.kidshelp.com.au>

**VPS Cyber Incident Reporting Form** – Students and parents can access the form from the school website to report any concerns or problems they have.

**Please return the signed agreement by Friday 10<sup>th</sup> February.**

Yours sincerely,

Julie Hall

Digital Learning Coordinator






# Vermont Primary School Internet Use Agreement



## Foundation – Year 2

At Vermont Primary School, I am able to use many different digital devices, such as iPads, laptops, Interactive Whiteboards and SMART Televisions that have access to the Internet.

When I use these devices, I agree that I will:

|   |   |
|---|---|
| <p style="text-align: center;"><b>T</b></p>    | <p><b><u>Tell Someone</u></b></p> <ul style="list-style-type: none"> <li>✓ Tell a trusted adult (Mum, Dad, teacher) if you see something that upsets you or if someone online makes you unhappy</li> </ul>  |
| <p style="text-align: center;"><b>H</b></p>    | <p><b><u>Hide your password</u></b></p> <ul style="list-style-type: none"> <li>✓ Only tell your Mum, Dad or trusted teacher</li> <li>✓ If someone else asks me what my password is, do not tell them</li> </ul>   |
| <p style="text-align: center;"><b>I</b></p>  | <p><b><u>Interesting websites</u></b></p> <ul style="list-style-type: none"> <li>✓ Interesting websites can be fun. <b>Ask Mum or Dad is it ok for me? Am I old enough?</b></li> <li>✓ Turn the screen off if I see something that makes me feel uncomfortable and tell the teacher</li> <li>✓ Only visit websites that are appropriate for my age</li> <li>✓ Only use the internet when a teacher is with me in the classroom</li> <li>✓ Only use the internet to complete work set by my teacher</li> </ul> |
| <p style="text-align: center;"><b>N</b></p>  | <p><b><u>Name calling</u></b></p> <ul style="list-style-type: none"> <li>✓ Name calling or being mean online is not cool – we call it Cyberbullying</li> <li>✓ Be nice when communicating online</li> <li>✓ Look out for yourself and others</li> <li>✓ Speak to a trusted adult if someone is unkind to me or my friends</li> </ul>  |
| <p style="text-align: center;"><b>K</b></p>  | <p><b><u>Keep your personal information safe</u></b></p> <ul style="list-style-type: none"> <li>✓ Don't give your real name, address or phone number to anyone you don't know in the real world</li> <li>✓ Use only your first name or a nickname online</li> </ul>   |

**Vermont Primary School Internet Use Agreement – F - 2**



**Agreement Breaches**

If I do not follow these rules, then I will not be allowed to use a digital device at school until my teacher and parent / guardian decides I can be trusted to.

Student Signature / Name: .....

Grade: .....

**Parent Permission**

I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through DET websites or other sources approved by the school. I understand that all incoming and outgoing correspondence will be approved by a member of school teaching staff before being given to students.

I expect that adequate supervision will also be available when my child is using the Internet. My child is aware that he/she should never give out personal information, including their **photo**, phone number, last name or home address when using the Internet.

I give my permission for my child, listed above, to use the Internet at Vermont Primary School

Parent/Guardian Name: .....

Parent/Guardian Signature: .....Date: .....

### Vermont Primary School Years 3 – 6 Acceptable Use Agreement

Dear Parents and Guardians,

Digital technologies and the internet are essential for modern learning. We know however, that these technologies need to be used in line with our values - RESPONSIBILITY, RESPECT, CARING & STRIVE. We'd like you to work with us to ensure that your child understands what is safe and responsible to do.

That's why we've developed this Acceptable Use Agreement. It aims to help you discuss smart, safe and responsible use of computers and the internet with your child and support what they will be learning as a part of the VPS eSmart curriculum.

Please read it, discuss it with your child(ren), and then sign and return it.

It isn't a legally binding document, but in signing it you say you are committed to help us with this important issue.

Further information about how to best support your child can be found on the following websites:

**Vermont Primary School Policies & Procedures** - <http://www.vermontps.vic.edu.au/>

1. Internet Policy
2. eSmart Policy and eSmart Scope and Sequence
3. Student Wellbeing and Engagement Policy
4. Cyberbullying Policy
5. Responding to Cyber Incidents Procedure

**VPS Cyber Incident Reporting Form** – Students and parents can access the form from the school website to report any concerns or problems they have.

**Office of the Children's eSafety Commissioner** – responsible for leading online safety education for Australian children and young people

<https://www.esafety.gov.au/>

**Kids Helpline** - activities and games for students to learn about how to be safe online

<http://www.kidshelp.com.au>

**Please return the signed agreement by Friday 10th February.**

Yours sincerely,

Julie Hall  
Digital Learning Coordinator




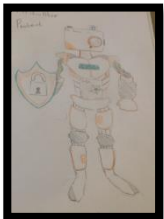

**Vermont Primary School Acceptable Use Agreement**  
**Years 3 to 6 Students**



At Vermont Primary School, all digital devices (iPads, laptops, desktops) are to be used in a responsible, educational, ethical and legal manner. Digital Technologies provides a rich and flexible learner-centred environment in which students can experiment and take risks when developing new understandings. Its extensive capabilities allow students, by visual coding and representing their thinking, to clarify thoughts, and to identify patterns and form relationships between new and existing knowledge.

**When I use the internet and digital technologies, I have responsibilities and rules to follow.**

**I agree to follow the eSmart CPR:**

|   |  |
|---|--|
| <p><b>C</b>ommunicate</p>  | <p>I will <b>communicate respectfully</b> by</p> <ul style="list-style-type: none"> <li>• stopping and thinking to check that what I write or post is polite and respectful</li> <li>• being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel</li> <li>• working to stop bullying. I don't send mean or bullying messages or pass them on to others</li> </ul>   |
| <p><b>P</b>rotect</p>    | <p>I will <b>protect personal information</b> by:</p> <ul style="list-style-type: none"> <li>• being aware that my full name, photo, birthday, address and phone number are personal information and are not to be shared online</li> <li>• protecting my friends' information in the same way</li> <li>• protecting my passwords and not sharing them with anyone except my parents</li> <li>• only ever joining online spaces with my parents or teacher's guidance and permission</li> <li>• never answering questions online that ask for my personal information</li> </ul>   |
| <p><b>R</b>espect</p>    | <p>I will <b>respect myself and others</b> by thinking about my actions:</p> <ul style="list-style-type: none"> <li>• use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help</li> <li>• not use social media sites unless I meet the minimum age requirements</li> <li>• speak to a trusted adult if I see something that makes me feel upset or if I need help</li> <li>• speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared</li> <li>• don't deliberately search for something rude or violent</li> <li>• turn off the monitor if I see something I don't like and tell a trusted adult</li> <li>• not copying and pasting from the internet and pretending that it is my original work</li> <li>• create and present my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator</li> <li>• being careful with the equipment I use</li> </ul> |

**Vermont Primary School Internet Use Agreement – 3-6**



***Cyber bullying is a major concern for our students in this digital age and Vermont Primary School addresses this issue through education in classroom and Digital Technologies activities, ensuring a solid understanding of nature, reasoning and consequences.***

**AGREEMENT BREACHES**

Any breaches of the Vermont Primary School Acceptable Use Agreement will result in students’ school account privileges being withdrawn for a period of time deemed appropriate by the classroom/Digital Technologies teacher, Principal, parent and student. **Parents / guardians will be informed of all breaches of the User Agreement and an Incident Report will be recording in the school’s student management system Sentral for data collection.** Further actions will be taken for illegal and/or more serious repeated breaches of the AUA.

This policy is underpinned by the following Vermont Primary School Policies that are available on the school website:

1. Internet and Digital Technologies Policy
2. eSmart Policy
3. Cyber safety Policies
4. VPS Emailing Protocols
5. Student Engagement and Wellbeing Policy

**SIGNATURES**

Student Name: .....Student Grade: .....

Student Signature: ..... Date: .....

**Parent/Guardian Agreement**




I agree to ..... using the Internet at school for education purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I will contact my child’s teacher directly if I have any concerns regarding issues as outlined in this policy related to any student at Vermont Primary School




Parent/Guardian Name(s): .....

Parent/Guardian Signature(s): ..... Date: .....

# APPENDIX C

|  <b>VPS Staff Procedure for Responding to Moderate Cyber Incidents Affecting Students</b>    |  |   |  |   |
|--|--|---|--|---|
| <b>Step 1</b><br><b>Identify Concern</b>   | <b>Step 2</b><br><b>Take Action</b>  | <b>Step 3</b><br><b>Respond</b>   | <b>Step 4</b><br><b>Consequences</b>   | <b>Step 5</b><br><b>Record</b>  |
| <p>Talk to and discuss the incident with all parties, if it is one of the scenarios below proceed with this flow chart.</p> <p>If not turn over to the Severe Incident flow chart.<br/> <u>If unsure see Julie Hall or Helen Murphy</u></p> <ul style="list-style-type: none"> <li>⇒ Making general negative comments online</li> <li>⇒ Plagiarism</li> <li>⇒ Using or sharing Passwords</li> <li>⇒ Inappropriate language online</li> <li>⇒ Searching for content that is inappropriate or illegal</li> <li>⇒ Posting our own personal information online (see AUA)</li> <li>⇒ Having 'underage' social media accounts</li> </ul> | <p>Ensure all students are safe</p> <p>Record details from all involved – this may include all staff and students who may have been directly or indirectly involved in the incident and/or its effects</p> <p>Keep any evidence – eg. screenshots, emails, texts etc</p> | <p>Refer to the relevant Acceptable Use Agreement and discuss how the 'incident' is a breach of this</p> <p>Contact Parents of all students (including witnesses in a manner that suits in the incident.)</p> | <p>Write, explaining how they have breached the eSmart CPR or THINK and what its impact was on others</p> <p>Warning for first time or unintentional offence OR</p> <p>Restricted use of technology for a short period of time</p> <p>Education targeted at year level where appropriate</p> | <p>Fill out a Cyber Incident report in Sentral</p> <p>Make sure to record the steps taken to resolve the incident eg. steps taken to remove content, mediation attempts</p> <p>Notify classroom teacher</p> <div style="text-align: right;">  </div> |

# APPENDIX D

|  <b>VPS Staff Procedure for Responding to Severe Cyber Incidents Affecting Students</b>   |  |   |  |  |
|---|--|---|--|--|
| Step 1  | Step 2   | Step 3  | Step 4   | Step 5   |
| <p><b>Identify Concern</b></p> <p>Talk to and discuss the incident with all parties, if it is one of the scenarios below proceed with this flow chart.</p> <p>If not turn over to the Medium Incident flow chart.</p> <p><u>If unsure see Julie Hall or Helen Murphy</u></p> <ul style="list-style-type: none"> <li>⇒ Damaging ICT Equipment</li> <li>⇒ Making negative comments online targeting an individual or specific group</li> <li>⇒ Identity Theft</li> <li>⇒ Stealing passwords or using another individual's password for inappropriate or malicious use</li> <li>⇒ Work or images that personally attack, humiliate or defame an individual</li> <li>⇒ Posting other people's personal information online (see AUA)</li> <li>⇒ Accessing and/or meddling with the school network</li> </ul> | <p><b>Take Action</b></p> <p>Ensure all students are safe</p> <p>Record details from all involved – this may include all staff and students who may have been directly or indirectly involved in the incident and/or its effects</p> <p>Keep any evidence – eg. screenshots, emails, texts etc</p> <p>If the incident is found to be a criminal act, notify Parents and police ASAP after consulting executive team.</p> | <p><b>Respond</b></p> <p>Provide reasonable &amp; ongoing wellbeing support to all students &amp; staff who were involved in or witness to the event</p> <p>Refer to the relevant Acceptable Use Agreement and discuss how the 'incident' is a breach of this</p> <p>Where relevant work with families, social media/game/messaging sites to take down inappropriate/offensive material</p> <p>Contact Parents of all students, including witnesses</p> | <p><b>Consequences</b></p> <p>Write, explaining how they have breached the eSmart CPR or THINK and what its impact was on others</p> <p>Warning for first time or unintentional offence</p> <p>OR</p> <p>Restricted use of technology for a short period of time</p> <p>Education targeted at year level where appropriate</p> | <p><b>Record</b></p> <p>Fill out a Cyber Incident report in Sentral</p> <p>Make sure to record the steps taken to resolve the incident eg. steps taken to remove content, mediation attempts</p> <p>Notify classroom teacher</p> <p>Notify student welfare co-ordinator</p> <div style="text-align: right;">  </div> |