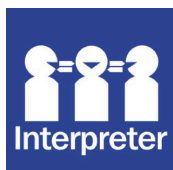


Trafalgar Primary School Digital Learning (Internet, Social Media and digital Devices) Policy

Nov 2023



Help for non-English speakers

If you need help to understand this policy, please contact us on (03) 5633 1566.

Purpose

To ensure that all students and members of our 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 personal device 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 when using digital Technologies.
- Our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Trafalgar 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:

- Trafalgar Primary School's [Code of Conduct \(Child safety\)](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)

Digital Learning Policy

- [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

Trafalgar Primary School provides technology resources to staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. These resources include (but are not limited to): computers, cameras, internet access, network/file server access and Google Apps for Education. In addition, students use their own ICT resources (such as a Chromebook) at the school to support their learning.

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.

Trafalgar 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.

Personal Devices at Trafalgar Primary School

Classes at Trafalgar Primary School are delivered with the use of Chromebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

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.

Trafalgar Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our Chromebook program are encouraged to contact the General Office and/or refer to our [Chromebook program FAQs](#)

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Trafalgar 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 Trafalgar Primary School, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred

Digital Learning Policy

- 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.
- 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 (see later) 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 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 the classroom 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.

Digital Learning Policy

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Trafalgar 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), Trafalgar 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

- Available publicly on our school's website
- Included in staff induction processes
- Included in transition and enrolment packs
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Policy review and approval

Policy last reviewed	30 Nov 2023
Consultation	School Council, Staff, Parents
Approved by	Principal
Next scheduled review date	Nov 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Trafalgar Primary School provides technology resources to staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. These resources include (but are not limited to): computers, cameras, internet access, network/file server access and Google Apps for Education. In addition, students use their own ICT resources (such as a Chromebook) at the school to support their learning.

When using these ICT resources students must adhere to the following requirements:

Students must never deliberately

- Use ICT resources for tasks that are not related to appropriate educational purposes (such as Supercoach, Instagram, peer-to-peer file sharing, pornography, etc.);
- Engage in demeaning tasks that involve abuse or bullying;
- Use offensive or profane language;
- Send group emails that are not clearly related to teaching and learning activities;
- Circumvent computer security measures or access computers in any way other than the way they're presented (this includes internet access);
- Break the law (this includes but is not limited to downloading movies or embedding copyrighted material into student work);
- Log in with any user name other than their own.

Students must always

- Act responsibly when using ICT resources;
- Report breaches of this AUP where observed; and
- Seek direction from a teacher if unsure of any of the above before proceeding.

ICT resources not provided by Trafalgar Primary School (such as students' Chromebooks, storage devices, etc.) must be used as directed by members of staff. Trafalgar Primary School has undertaken eSmart implementation to ensure the School's core values of Be Safe, Be Respectful and Be a Learner are reflected in every aspect of students' lives and this extends to their electronic communication with others. Students harassing, bullying or in any way mistreating others in the Trafalgar community (even if it occurs outside school hours) is not tolerated. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

Failure to abide by the rules set out above will result in penalties appropriate to the severity of the breach. Inappropriate use of technology (such as emails containing offensive language) is automatically reported to members of the Principal team. When using the Department of Education -provided Google Apps account, students' data will be stored in Google's network of data centres. This may include students' names and ID, but will not include sensitive information such as students' health details, address and families' contact details. This data is stored among many of Google's geographically distributed data centres in the following locations: USA, Chile, Taiwan, Singapore, Finland, Belgium & Ireland. Students' information will also be used to create their Compass user accounts; this data is stored solely in Victoria.