MONTMORENCY PRIMARY SCHOOL
Digital Learning Policy
(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 office on 9434 5944 or email montmorency.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 personal device program or insert other appropriate programs as relevant to your 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

SCOPE

This policy applies to all students and staff at Montmorency 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:

- Montmorency 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 technology at our school

Montmorency Primary School understands that digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Montmorency 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Devices at Montmorency Primary School
Students at Montmorency Primary School are given access to iPads and student laptops to support their learning which must be used responsibly in accordance with the *Acceptable Use Agreement* (see Appendix 1).

Students must not bring their own device to school unless an agreement has been made with the classroom teacher and Principal. Students may bring mobile phone to school provided they act in accordance with the *Acceptable Use Agreement* and leave their phone in the designated secure location at the beginning of each day.

Safe and appropriate use of digital technologies
Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Montmorency Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Montmorency Primary School, we:

- Use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- Supervise and support students using digital technologies in the classroom
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- Have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including [insert details of specific programs]
- Educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online

- Actively educate and remind students of our *student engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- Have an *acceptable use agreement* outlining the expectations of students when using digital technology at school
- Use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- Educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- Provide a filtered internet service to block access to inappropriate content
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation
- Support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets

Distribution of school 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 as appropriate, 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.

Student behavioural expectations
When using digital technologies, students are expected to behave in a way that is consistent with Montmorency 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), Montmorency Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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

- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges
- 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
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions

- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Consultation	Internal
Approved by	Principal
Next scheduled review date	March 2024

MONTMORENCY PRIMARY SCHOOL
ICT Acceptable Use Agreement

Dear Parents/Guardians,

Our school 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 Montmorency Primary School 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 *Code of Conduct* and *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.

Mobile Phone Policy

Montmorency Primary School strongly discourages the bringing of mobile phones to school by students. However, the school recognises that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below:

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Students remain responsible for all of their personal effects whilst at school. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are advised that if they bring a mobile phone onto the school grounds during the school day, they need to have written permission from their parents/guardians. They must hand the phone in to their classroom teacher at the commencement of the school day. The phone must be switched off or in silent mode and students can retrieve their phone at the conclusion of the school day.
- If students do bring their mobile phone to school it should be clearly marked with their name.

Students who do not comply with these conditions will have their mobile phone confiscated for the duration of the school day. Repeated failure to comply may result in students being banned from bringing their mobile phone to school.

Please read through and discuss with your child/ren the issues outlined in this *ICT Acceptable Use Agreement.* The statement of *Student Responsibilities* (below) needs to be signed by both the student and their parents/guardians before access to the school's ICT resources will be granted.

STUDENT RESPONSIBILITIES

Responsibility 1
When I use digital technologies, I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means I:

- Never send mean or bullying messages or pass them on, as this makes me part of the bullying
- Don't use actions online to be mean to others. This can include leaving someone out to make them feel bad
- Don't copy someone else's work or ideas from the internet and present them as my own. I will include the website link

Responsibility 2
When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- Protect my friends' information in the same way
- Protect my password and I don't share it with others
- Don't join a space online without my parents' or teacher's guidance and permission
- Never answer questions online that ask for my personal information

Responsibility 3
When I use digital technologies, I look after myself and others by thinking about what I share online.

This means I:

- Never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- Speak to a trusted adult if I see something that makes me feel upset or if I need help
- Speak to a trusted adult if someone is unkind to me
- Speak to a trusted adult if I know someone else is upset or scared
- Stop to think about what I post or share online
- Use spaces or sites that are right for my age
- Don't deliberately search for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult (if this happens when I am school, I need to tell a member of staff immediately)
- Am careful with the equipment I use.

I understand and will follow the responsibilities outlined above. I understand that the use of the internet is a privilege and that inappropriate use will result in a loss of that privilege.

STUDENT NAME: _____ Signature: _____

PARENT/GUARDIAN NAME: _____ Signature: _____

DATE: ____ /____ / ____