



Merino Consolidated School

SCHOOL DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

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 Merino Consolidated 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:

- Merino Consolidated 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

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.

Merino Consolidated 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 Merino Consolidated School

Merino Consolidated School operates on a 1-to-1 policy in regards to both ipads and laptops.

- At the beginning of each school year students are assigned a school laptop and ipad which is kept at school in the students designated numbered spot on the relevant charge station.
- No payment is required from parents
- Students are required to sign an *‘ACCEPTABLE USE AGREEMENT’*

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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Merino Consolidated 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 Merino Consolidated 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 [insert details of specific programs]
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

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 an ongoing Class Dojo Page using Class Dojo. This is used by; classroom teachers, student and families daily to allow for students to showcase their daily class work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our classes. Parents are welcome to contact Ms Hulin if they have any questions or concerns about students participating in this forum]

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 Merino Consolidated 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), Merino Consolidated 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
- 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
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	10/12/2021
Approved by	Principal School Council
Next scheduled review date	10/12/2022

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Appendix 2

F-2 'I PROMISE' ICT ACCEPTABLE AGREEMENT

NAME: _____ YEAR: _____

I promise:

- I will keep all food and drink away from the computer / laptop / iPad and smartboard
- I will use the computer / laptop / iPad / smartboard only when directly supervised by the teacher
- I will respect the confidentiality of passwords (I won't tell anyone my password)
- I will not reveal details of others or myself through e-mails or internet sites
- I am responsible for accessing and publishing appropriate material
- I understand that electronic gadgets, including mobile phones and IPods, brought to school are my responsibility

- I will hand all electronic gadgets, including mobile phones and IPods, into the office or my class teacher when arriving at school and collect them when leaving school
- I will not use mobile phones or IPods whilst at school for any purpose, including taking photos during school time and bus travel
- I will turn off my computer/ laptop or iPad and tell the teacher immediately if I see or hear anything on a website or receive any message that I don't like or feel are inappropriate
- I will THINK (is it True, Helpful, Inspiring, Nice, Kind?) before I post anything online.

Name of Student: _____ Student Signature: _____

Date: ____/____/____.

*I have read and discussed this 'I Promise' ICT agreement with my child.

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____ Date: ____ / ____ / ____.

YR3-6 ICT ACCEPTABLE USE AGREEMENT

NAME: _____ YEAR: _____

Respect the resources, use them properly and they'll keep working for you.

Cyber Bullying is taken seriously and will not be tolerated.

Conditions of usage:

I agree that:

- I must be patient and allow time for applications to open
- I must log on using only my class "user name"
- I must use my own "user name" when accessing internet sign in programmes
- I will only save appropriate files for my school work
- I will only download items related to my school work
- I will take care when printing and limit the number of copies to avoid high costs
- Network facilities, including the internet, are to be used for school work purposes only
- Educational games that are used at school are only to be used with teacher permission
- All plugs and leads to the computers are to remain as found
- I will use digital resources safely to avoid damage and harm
- I will not change settings on the computers
- Food and drink should be kept away from computers at all times
- When I finish using a digital resource, I will log off correctly and leave the room/working area in a neat and tidy state. Failure to log off correctly may result in missing out in the future.
- I will report an inappropriate website I find by accident and leave it immediately
- The content of my communications, eg email messages, blogs and downloads must be appropriate and respectful at all times
- I will only play music with my teacher's permission
- I will gain permission from my Principal before using any personal digital resources (including iPods, mobile phones, iPads etc) from home
- I will follow the eSmart and ICT policy guidelines on Copyright, Privacy Settings & Social Media.

I have read the conditions of usage and understand their purpose and will abide by them. I acknowledge that Cyber Bullying is taken seriously and will not be tolerated. I realise that inappropriate use of any resources will result in consequences which include loss of privileges.

Student Signature: _____ Parent Signature: _____

Date: ____ / ____ / ____.