

TIMBOON P-12 SCHOOL

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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, in line with current curriculum practices
- (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 at Timboon P-12 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:

- Timboon P-12 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 being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Timboon P-12 School understands that safe and appropriate use of 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.

Timboon P-12 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.

iPads and laptops at Timboon P-12 School

iPads are used across Year Prep - Year 4 and are an optional BYOD in Year 3-4. Each classroom has a small bank of I-Pads that can be used by students across the school during class time.

Our school operates a Bring Your Own Device (BYOD) program from year 5, which means students must bring their own purchased or leased Windows based device, laptop with them to school each day. Timboon P-12 School has special arrangements with Learning with Technology, a computer store that is working with the school community to offer leasing and purchase outright options.

Students are required to have their own iPad/Laptop that must:

- be brought to school in a protective case
- be charged
- have access to Microsoft Office (laptops)
- be linked to the network (free of charge) and not run a VPN

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Terry Hawkins, ICT technician.

Media Players

Media players are not to be used in class unless there is a specific purpose approved by the classroom teacher and a Principal class member.

Prep-6 students may have media players for use on the bus however it will remain in their bag during recess or lunch while they develop other social skills.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Timboon P-12 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 Timboon P-12 School, we:

- 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 using guest speakers as experts in the field
- 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 updates in our newsletter and 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 the Year Level Coordinator, classroom teacher or Assistant Principal 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.

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 Timboon P-12 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), Timboon P-12 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- 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	July 2022
Consultation	School council – September 15 th 2022
Approved by	Principal and School Council
Endorsed on	October 13 th , 2022
Next scheduled review date	July 2024

Timboon P-12 School - 2022

Acceptable use of technology and the internet agreement (Years P-12)

This agreement is binding from the date signed. Every year a new agreement must be signed. Timboon P-12 School reserves the right to place individual agreements on any students as deemed necessary.

NB: Students in grade P-4 do not need to sign, only parents need to sign.

Student

I, _____ have read and understand the rules outlined in **Acceptable use of technology and the internet agreement**. By signing this agreement, I agree to abide by these rules and I accept the consequences or cost of repairs for infringement in accordance with the set penalties. I am also aware that should I break these rules, that I may have to change subjects or could possibly fail any class requiring the use of the network.

Signed: _____ Class: _____ Date: _____

Parent

I, _____ support the **Acceptable use of technology and the internet agreement**. By signing this document, I consent to the school withdrawing my child / dependent from access to the computer network and / or internet in accordance with the set penalties.

Before any punishment takes place, my child / dependent will be notified by a staff member of the infringement and the reason(s) for being disciplined explained.

Signed: _____ Date: _____

NOTE: Once both student and parent / guardian sign this agreement, it should be handed in to the Office and access to the network and internet (including e-mail) will be granted.

Students who do not return this agreement will not be able to access either the network or the internet which may affect their studies.

Timboon P-12 School

Acceptable Use of Computers, Network and Internet Agreement

Purpose:

At Timboon P-12 School, we offer students the opportunity to use reliable, modern computers as well as have access to on-line services and relevant computer applications. The following guidelines will apply to all students accessing Learning Technology resources through the school.

Guidelines:

- ☺ The school's internet provision exists to provide access to curriculum related information. All students are expected to use the internet to research information in a responsible manner. The network is **not** to be used to look for material that is unrelated to the school curriculum.
- ☺ Access to the internet, e-mail and the network is a privilege.
- ☺ **Students will only use computers with direct staff supervision.**
- ☺ Student access to network storage areas is for **schoolwork only**. Network administrators will review these files periodically and inappropriate material will be deleted.
 - ☺ Students in Prep – Grade 2 will have access to backup storage areas on the network according to their classroom.
 - ☺ Students in Years 3 - 12 will be given an individual computer login and storage area that can be used to backup schoolwork. This storage area is password protected for the purpose of security and authentication of student work.
 - ☺ The network data storage is a backup facility only and the school can take no responsibility for lost or corrupted work. Loss of work caused by network failure is not an acceptable excuse for not handing in work. Students should maintain copies of their work on their own USB drives. VCE students should note in particular that the VCAA does not recognise loss of work as a reason for consideration of disadvantage or extension of time for Assessment Tasks or Work Requirements.

Implementation:

All students are expected to use the school's equipment **for educational purposes**. Misuse of computers, printers, other related devices, the computer network or the internet will not be tolerated.

Actions not permitted include:

- ☺ Storage of data that is not appropriate for school use (games, music, offensive material etc);
- ☺ Trespassing in another person's computer account/storage area, folders or files **or** allowing another person to access your storage area (this includes e-mail);
- ☺ Using the internet to view or publish sexually explicit, suggestive, racist, offensive or illegal material;
- ☺ Unauthorised copying of files from the network or USB (including other students' work);
- ☺ Viewing or using files or programs from the internet, USB drives or CD ROM that contain inappropriate material (i.e. not related to schoolwork, including music and games);
- ☺ Downloading files or programs from the internet, school network, USB drives or CD (including games & music);
- ☺ Vandalism (including interference with keyboards, mice, leads & chairs);
- ☺ Using chat rooms (except when instructed by your teacher in a class activity);
- ☺ Eating or taking food or drink into any computer room;
- ☺ Knowingly wasting resources (toner/ink, paper etc);
- ☺ Using email accounts other than the school's provided account (CSN / Connexus webmail)
- ☺ Giving personal information (of yourself or another person) over the internet;
- ☺ Providing electronic or hard copy of your work or research material to other students, unless directed by a teacher;
- ☺ Electronic harassment of another person;
- ☺ Registering someone other than yourself to receive e-mail from another source;
- ☺ Allowing someone else to know your password.
- ☺ Unapproved modification (jail breaking etc.) of any device connected to the school network
- ☺ Using a direct method (sim card etc.) to connect to the internet
- ☺ Using a VPN service of any kind

Consequences:

Students found guilty of misuse of the computer network or internet will be notified of the infringement by the eLearning & ICT Manager, Year Level Coordinator or Assistant Principal.

LENGTH OF CONSEQUENCE WILL BE DETERMINED BY THE PRINCIPAL OR DELEGATE

Depending on the severity of the incident, students may be removed from having access to the internet, the network or the computers (including removal during timetabled classes) for varied periods of time.

This may affect some student's ability to complete assessment tasks and these students may have to select another subject (where possible), which does not require the use of the computer network.

In addition, the school may take other disciplinary action, including financial compensation to meet the cost of repairs and in the most serious cases, that criminal charges are laid.