

# DIGITAL LEARNING POLICY



## 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
- (b) expected student behaviour when using digital technologies including the Internet, social media, and digital devices (including, but not limited to 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 and staff at Frankston Heights 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:

- Frankston Heights 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.

Cyber-Safety means the safe and responsible use of the Internet and digital technology equipment/devices, including mobile phones, tablet and laptop devices and smart watches.

Cyber-bullying relates to bullying that uses technology as a means of victimising others. It is the use of an Internet service or mobile technology (such as email, chat rooms, instant messaging, web pages, SMS, gaming sites) to intentionally harm another person.

Digital and social media in the context of this policy is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Edmodo)
- Video, photo and music sharing websites (e.g. Instagram, Snapchat, YouTube, TikTok, SoundCloud)
- Blogs, including corporate blogs and personal blogs/ micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google Classroom, Seesaw) Wikis (e.g. Wikipedia)
- Vodcasts and podcasts
- Video conferences and web conferences
- Email and instant messaging
- All other emerging electronic/digital communication applications.

## **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.

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.

Frankston Heights 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. The school educates students to use digital technologies safely and responsibly to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Frankston Heights Primary School recognises the need to have in place rigorous and effective digital learning practices, which are directed and guided by this policy and the FHPS Prep-Y6 Digital Technologies Expectations Commitment.

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

Digital technologies, if not used appropriately, may present risks to the user's safety or wellbeing. At Frankston Heights 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 Frankston Heights 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 eSmart, National Day of Action against Bullying and Violence
- 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, Bullying Prevention Policy, Statement of Values, Behaviour Management Policy and Procedures and FHPs Prep-Y6 Digital Technologies Expectations Commitment, that outline our School's values and expected student behaviour, including online behaviours
- have Digital Technologies Acceptable Use Agreements for YP-2 and Y3-6, outlining the expectations of students when using digital technologies for their schoolwork that are to be discussed and signed by all students and parents annually
- collect parent permission to publish student photos in any online environment
- 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
- educate 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 flyers, Sentral portal and information sessions.

Distribution of school owned digital technologies to students at school will only be permitted where students and their parents/carers have signed the relevant FHPs Digital Technologies 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 teacher who will inform the school technician 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.

Frankston Heights Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

### **Social media use**

Our school follows the Department's policy on [Social Media Use to Support Learning](#). This ensures social media is used safely and appropriately in student learning and appropriate parent notification occurs or, where required, consent is sought.

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' or 'befriending' 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 Frankston Heights Primary School's Student Engagement and Wellbeing Policy, Bullying Prevention Policy, Statement of Values, Behaviour Management Policy and Procedures and the Digital Technologies Acceptable Use Agreement (YP-2 or Y3-6).

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 the viewing/posting/sharing of inappropriate or unlawful content), Frankston Heights Primary School will institute a staged response, consistent with our student engagement and behaviour policies including the schools ICT Stages of Behaviour.

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 digital licence – resulting in possible suspension of technologies usage
- other consequences as outlined in the school's Student Engagement and Wellbeing Policy, Bullying Prevention Policy and Behaviour Management Policy and Procedures.

## **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 meetings as required
- Discussed at parent information sessions
- Included as annual reference in the school newsletter
- Made available in hard copy from school administration upon request.

## **POLICY REVIEW AND APPROVAL**

|                            |   |
|----------------------------|---|
| Policy last reviewed       | January 2025                                  |
| Consultation               | School Community (via Sentral) – January 2025 |
| Approved by                | Principal                                     |
| Next scheduled review date | January 2027                                  |

# Frankston Heights Primary School

## Digital Technologies Acceptable Use Agreement (YP-2)



At Frankston Heights Primary School (FHPs), digital technologies are used to support learning, creativity and communication. This agreement outlines the expectations for students to use technology in a safe, responsible and respectful manner.

This agreement aligns with Victorian Department of Education (DET) policies, including Child Safe Standards, Digital Learning and Online Safety, Bullying Prevention, Mobile Phones - Student Use, and Privacy and Information Sharing.

Parents/Carers are asked to read and discuss this agreement with their child. To confirm acceptance of the student expectations, both the Parent/Carer and the Student are asked to sign the agreement below and return to the classroom teacher. Students will be able to access digital technologies at FHPs once the agreement has been accepted by both parties.

### PARENT / CARER AGREEMENT

I have read and discussed the FHPs Digital Technologies Acceptable Use Agreement (YP-2) with my child. I understand that Frankston Heights Primary School will take all reasonable steps to provide a safe and inclusive digital learning environment.

I understand that my child will be taught how to use technology safely and that I have an important role in supporting safe technology use, including monitoring online activity at home, enforcing age restrictions for social media platforms, and reinforcing respectful online behaviour.

I understand that if my child does not follow the school's expectations, their access to digital technologies may be limited for a period of time.

I give permission for my child to use the Internet and digital technologies at Frankston Heights Primary School.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT AGREEMENT

I promise to use technology at school in a safe and respectful way.

I will listen to my teacher and follow the school rules when using technology.

I understand that if I do not follow these rules, I may not be able to use technology at school for a while.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Frankston Heights Primary School

## Student Expectations When Using Digital Technologies



### Be safe



#### At FHPS, we stay safe online by:

- keeping our passwords secret
- logging out when we are finished
- asking a teacher if we are not sure what to click
- only sharing information when a teacher says it's okay.

### Be respectful



#### At FHPS, we are kind and respectful online by:

- using appropriate words and actions
- not being mean with words or pictures
- only taking photos or videos when a teacher says it's okay
- listening to and following teacher instructions.

### Be responsible



#### At FHPS, we use technology responsibly and follow school rules by:

- looking after our devices
- putting devices away when we are finished
- using only our own device and work
- using apps and websites chosen by the teacher
- using technology only when a teacher says it's okay.

### Ask for help



#### At FHPS, we seek help by speaking to a teacher or trusted adult if:

- something online makes us feel worried or unsafe
- we need help using a device
- someone is being unkind or unsafe online
- a device is broken or not working properly.

### SUPPORT FOR STUDENTS:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

# Frankston Heights Primary School

## Digital Technologies Acceptable Use Agreement (Y3-6)



At Frankston Heights Primary School (FHPs), digital technologies are used to support learning, creativity and communication. This agreement outlines the expectations for students to use technology in a safe, responsible and respectful manner.

This agreement aligns with Victorian Department of Education (DET) policies, including Child Safe Standards, Digital Learning and Online Safety, Bullying Prevention, Mobile Phones - Student Use, and Privacy and Information Sharing.

Parents/Carers are asked to read and discuss this agreement with their child. To confirm acceptance of the student expectations, both the Parent/Carer and the Student are asked to sign the agreement below and return to the classroom teacher. Students will be able to access digital technologies at FHPs once the agreement has been accepted by both parties.

### PARENT / CARER AGREEMENT

I have read and discussed the FHPs Digital Technologies Acceptable Use Agreement (Y3-6) with my child. I understand that Frankston Heights Primary School will take all reasonable steps to provide a safe and inclusive digital learning environment.

I acknowledge my shared responsibility in supporting my child's safe and responsible use of technology, including monitoring online activity at home, enforcing age restrictions for social media platforms, and reinforcing respectful online behaviour.

I understand that if my child does not adhere to the school's digital technology expectations, their access to the Internet and/or digital technologies may be withdrawn for an allocated period of time.

I give permission for my child to use the Internet and digital technologies at Frankston Heights Primary School.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT AGREEMENT

I understand that using digital technologies at school is a privilege. I agree to use technology safely, respectfully and responsibly, and to follow teacher instructions and school rules.

I understand that if I do not follow these expectations, I may lose my right to use digital technologies and/or access the Internet at school for an allocated period of time.

Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Frankston Heights Primary School

## Student Expectations When Using Digital Technologies



### At FHPS, we protect personal information and stay safe online by:

#### Be safe



- keeping passwords private and secure and not accessing a digital tool with someone else's information
- logging out of devices when not in use
- limiting the personal information we share online, including images and videos
- understanding that online activity can leave a digital footprint.

### At FHPS, we communicate respectfully and responsibly by:

#### Be respectful



- using respectful language and behaviour online
- not engaging in bullying, harassment or inappropriate communication
- considering how our words and actions affect others
- seeking permission before taking or sharing photos, videos or information online
- following teacher instructions and school guidelines at all times.

### At FHPS, we use technology responsibly and follow school rules by:

#### Be responsible



- handling devices and equipment with care
- using only school/Department approved programs, platforms and websites
- not interfering with school systems, devices or the work of others
- not downloading or using inappropriate software, including games
- acknowledging sources of information and not cheating or plagiarising
- complying with the FHPS Mobile Phone Policy during school hours, including turning off and securely storing mobile phones at the school office during school hours
- maintaining a healthy balance between screen-based and offline learning.

### At FHPS, we seek help and report concerns by speaking to a teacher or trusted adult if:

#### Ask for help



- we feel unsafe, uncomfortable or upset by online content or interactions
- we see others engaging in unsafe, inappropriate or hurtful online behaviour
- we notice damage, misuse or security issues with school technologies
- we need help understanding how to use a digital tool safely or appropriately.

### SUPPORT FOR STUDENTS:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.