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 a Prep-Y6 Digital Technologies Expectations Commitment, outlining the expectations of students when using digital technologies for their schoolwork that is to be discussed and signed by all students and parents annually
- collect parent permission for students to view PG rated material and 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 completed a signed FHPS Prep-Y6 Digital Technologies Expectations Commitment.

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 Prep-Y6 Digital Technologies Expectations Commitment.

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 Expectations Commitment

frankston.heights.ps

FHPS Digital Technologies Expectations Commitment

At Frankston Heights Primary School, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online.

We ask you to read through the FHPS Digital Technologies Expectations below and discuss them with your child. Once read and discussed, indicate your acceptance of the expectations by signing the form below and returning to your child's class teacher. Please note, your child will not have access to digital technologies at FHPS until both you and your child have committed to the school's Digital Technologies Expectations. Failure of students to adhere to the expectations will result in the withdrawal of use of the Internet and/or digital technologies for an appropriate amount of time.

Parent/Carer

I have read the FHPS Digital Technologies Expectations and discussed them with my child. I understand that Frankston Heights Primary School will make every effort possible to ensure safe access and acceptable use of the Internet and digital technologies is made. I also understand that in Victoria, the age that students currently can use Social Media Apps is once they are 13 years old (12+) and it is a parent/guardian's role to supervise any underage access. I understand that if my child does not follow the FHPS Digital Technologies Expectations, that their access to the Internet and/or digital technologies will be revoked for an appropriate period of time. I understand it is my responsibility to monitor my child's Internet use at home.

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

Name _____

Signed _____ Date_____

Student

I understand and commit to upholding the Digital Technologies Expectations. I understand and agree that if I **DO NOT** follow the FHPS Digital Technologies Expectations I will lose my right to use them for an appropriate amount of time.

Name _____ Grade _____

Signed _____ Date_____

Frankston Heights Primary School
Digital Technologies Expectations

Frankston Heights Primary School (FHPS) expectations of students when using digital technologies.

Be safe

At FHPS, we protect personal information and keep safe online.

We do this by:
- Not sharing our password or using someone else's username or password.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.

Be respectful

At FHPS, we are kind and show respect to others when using technology.

We do this by:
- Acting with kindness and never bullying others online.
- Thinking about how our words might make others feel before we say or write them.
- Only taking photos or recordings of others when they are aware and have given us permission to do so.
- Seeking permission before sharing others' information, photos or recordings online.
- Following teacher instructions.

Be responsible

At FHPS, we are honest, handle technology with care and follow the school rules.

We do this by:
- Handling devices with care.
- Using approved online spaces and websites.
- Not interfering with devices, school systems, or other students' work.
- Not downloading or using inappropriate programs like games.
- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.
- Turning off and securely storing our mobile phone at the school office during school hours.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help

At FHPS, we ask for help if we feel unsure or see something inappropriate.

We do this by talking to a teacher or a trusted adult if:
- We feel uncomfortable or unsafe.
- We see others participating in unsafe, inappropriate, or hurtful online behaviour.
- We notice any damage to school technologies.
- We need help understanding about a digital tool or how it can be used.

Support for students:

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