

We acknowledge the "Wurundjeri people" of the Kulin Nation as the traditional custodians of the land we live, work, and travel upon. We respect their elders, both past and present, always was, always will be, Aboriginal land. Brunswick East Primary School stands up for inclusion and diversity.



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



Help for non-English speakers.

If you need help to understand the information in this policy, please contact our office on 9387 3361.

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 computers, laptops, and 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 priorities the safety of students whilst they are using digital technologies.

SCOPE

This policy applies to all students and staff at Brunswick East Primary School

the Following Department policies also govern staff use of technology:

- [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 councilors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Brunswick East Primary School 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 councilors)

DEFINITIONS

For 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 interactive, collaborative, personalised, engaging, and transformative learning. Digital technologies enable 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.

Brunswick East 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Brunswick East 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 Brunswick East Primary School we:

- use online sites and digital tools that support students’ learning and focus our use of digital technologies on being learning-centered.
- use digital technologies in the Learning Communities for specific purposes with targeted educational or developmental aims
- supervise and support students using digital technologies for their learning.
- effectively and responsively address any issues or incidents that have the potential to impact the wellbeing of our students.
- have programs in place to educate our students to be safe, responsible, and discerning users of digital technologies.

- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of online privacy and security.
- actively educate and remind students of our *Student Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, including reviewing the safety and appropriateness of online tools and communities and removing offensive content immediately.
- 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.

It is the responsibility of all students to protect their password and not divulge it to another person. If a student or staff member knows or suspects another person has used an account, the account holder must notify Their Learning community teacher.

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.

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

Brunswick East 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), Brunswick East Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in several 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.
- Uploaded to the school website.
- Made available in hard copy from the school office upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	Revised Feb 2024
Consultation	Staff, Learning Specialists, DET Technician, Parents - placed on website, and communicated to all parents in Feb Newsletter 19/2/24
Approved by	Principal
Next scheduled review date	July 2026