

Digital Learning: Safe and Responsible Use Policy

BRUNSWICK EAST PRIMARY SCHOOL POLICY

Rationale

Digital learning is core to contemporary education and is a key part of teaching and learning at Brunswick East Primary School. Digital technologies create new and exciting opportunities to engage students in learning. Therefore, students and staff must be equipped to identify risk, and respond appropriately.

The School's ICT infrastructure is supplied and managed by Department of Education and Training (DET), and it includes a filtered internet service. However even with an internet filter in place, it is possible for students to be exposed to inappropriate content or behaviour when using digital technologies. This policy supports the safe and responsible use of digital learning at Brunswick East Primary School.

Objectives

- o Students and staff are safe while engaging with digital technology
- o Students behave safely and respectfully when using digital technologies
- o Students recognise unsafe situations in online environments and respond appropriately
- o Students anticipate, recognise and manage risks and deal with incidents, if they arise
- o Students interact appropriately with others while using digital technologies and collaborating in online environments.

Implementation

The School will:

- o Provide appropriate professional learning to staff on safe and responsible use of digital technologies
- o Communicate this policy to the School community
- o Manage risks and respond to incidents
- o Ensure this policy is followed and updated as required
- o Provide a physical learning environment that supports safe use of digital technologies
- o Manage staff and student access to the School's internet service, including maintaining the internet filter so that inappropriate content is blocked once identified.
- o Provide students with access to digital technologies that are appropriate to students' developmental level
- o Induct students into the safe and responsible use of new technologies
- o Monitor use of digital technologies, including the content accessed, time spent, and ergonomics
- o Ensure that students understand the School's 'rights and responsibilities' as described in the Student Engagement Policy and how they apply to digital learning
- o Model safe and responsible use of digital technologies

Parents and carers are encouraged to support the School to implement this policy by:

- o Contacting their child's home group teacher if they become aware of an incident related to their child's use of digital technologies
- o Being aware of current safe- use online information and strategies, and sharing these with their children
- o Modelling safe and responsible use of digital technologies to their children

Students will be supported to:

- o Follow the Rights and Responsibilities as outlined in the school's Student Engagement Policy when engaged in digital learning
- o Immediately report any incident to a teacher, parent or carer
- o Practice safe and responsible use of digital technologies by adopting the risk management strategies provided by teachers
- o Use digital technologies and the online environment safely and responsibly by:

- Treating themselves and others with respect
- Keeping personal or identifiable details private
- Not responding to aggressive or inappropriate messages
- Reporting any aggressive or inappropriate messages to an adult
- Considering that everything you send or post is public
- Remembering if it is not something you would do or say in real life then do not do it online

Risks

In the digital learning context, risks that the School and teachers will consider include things such as:

- Students managing their own personal information
- Privacy
- Copyright
- Personal injury (e.g. through poor posture, excessive use)
- Misuse of digital technologies by a student (e.g. cyber-bullying)
- Inappropriate online content

References and Resources

Department of Education, Victoria - Safe and Responsible Use of Digital Technologies:
www.education.vic.gov.au/school/teachers/support/Pages/safeandresponsibleuse.aspx

Department of Education, Commonwealth - Cyber Safety in Schools: www.education.gov.au/cybersafety-schools

Bullying no way! <http://bullyingnoway.gov.au>

National Safe Schools Framework: www.education.gov.au/national-safe-schools-framework-0

Office of the Children's eSafety Commissioner - eSafety information and educational resources: <https://esafety.gov.au>

Human Factors and Ergonomics Society of New Zealand - Ergonomics in Schools resources:
www.ergonomics.org.nz/SpecialInterestGroups.aspx

Evaluation

This policy will be reviewed with student input as part of the School's policy review cycle.

This policy was ratified by School Council on the 24th of November 2015