



LUCKNOW PRIMARY SCHOOL

Digital Learning Policy



Help for non-English speakers

If you need help to understand this policy, please contact lucknow.ps@education.vic.gov.au

Purpose

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school including [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Lucknow 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:

- [Lucknow 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.

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 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.

Lucknow 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 Lucknow 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 Lucknow 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 [insert details of specific programs]
- 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* 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 technologies for their schoolwork

- 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
- 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.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Lucknow 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), Lucknow Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Policy Review and Approval

Created date	July 2022
Consultation	School Council
Endorsed by	Principal and School Council
Endorsed on	16 th August 2022
Next review date	July 2024

Annexure A: Acceptable Use Agreement

Lucknow Primary School

Values and Behaviours

for use of the internet and digital technologies



Our school values of respect, care, inclusiveness, honesty and commitment are the foundation of our purpose, actions and direction at Lucknow Primary School. These values provide the basis of expected behaviours with the use of the internet and digital technologies.

Responsible online behaviour is essential for all students and is best taught in partnership between home and school. Safe and responsible behaviour online is explicitly taught at Lucknow Primary School and parents and carers play a vital role in reinforcing this behaviour at home.

To gain the greatest benefit from the online environment, students need to do the right thing by themselves and others online, particularly when no-one is watching. The school has a responsibility to report illegal online activities to the authorities.

At Lucknow Primary School we use the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies, when used safely, as valuable and necessary resources for learning.

Lucknow Primary School will afford a high level of privacy protection to individual electronic communications as it does to comparable methods of communications including paper mail, facsimile and telephone. Exceptions to this would be cooperation with State and Federal authorities investigating violations of law, and the investigation of legitimate complaints.

Programs and procedures

- Students have access to a filtered internet service that is provided by the Victorian Department of Education and is monitored by staff
- We provide direction for learning when using the internet and digital technologies
- We support students in developing digital literacy skills
- We have a cyber safety program at the school which is reinforced across the school
- We have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- We provide support to parents/carers through our school newsletter and the document attached to this agreement for parents to keep at home
- We use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

- At school, students will only use their school provided email address
- We use internet based services (Microsoft 365 and Google Drive) to collaborate with other students and staff as well as store school work in a cloud based system.

Family Information

Advice to support the safe and responsible use of digital technologies at home

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term “space” is used here to describe a website with the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images and videos for students to view.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required.

Be a safe, responsible and respectful user whenever and wherever I use it.

The school’s Student Engagement and Wellbeing Policy outlines the values of the school and expected behaviours for students which includes the use of the internet and digital technologies at school.

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to use such language to be part of it.

Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullies. These actions also contribute to the hurt and distress of others.

Incidents online often go unreported. Students have reported their reasons as embarrassment; a belief that online issues are theirs to solve as adults don’t understand; a feeling that reporting it will make it worse; and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- They feel that the welfare of other students at the school is being threatened.
- They come across sites which are not suitable for their school.
- Someone writes something they don’t like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
- They accidentally do something which is against the rules and responsibilities they have agreed to.

A good rule is “Don’t post what you wouldn’t want your Grandparent, Principal, or future boss to read.”

Protecting your privacy

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- Don’t use their own name, but develop an online name.
- Don’t share personal details, including images of themselves or their friends online.

- Password protect any spaces or accounts they have.
- Don't allow anyone they don't know to join their chat or collaborative space.
- Are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording.
- ALWAYS make the space private so that they can control who sees their space and can communicate with them.
- Understand the terms and conditions of any website or online community that they might join.

Use the internet at school for educational purposes and use the equipment properly.

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however it is a limited resource that has to be shared equitably.

By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time. Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video, and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Using peer to peer sharing software shares music and files illegally, and makes computers vulnerable.

Think critically about other users' intellectual property and how you use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

Students must:

- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal their password to anyone except the system administrator or classroom teachers.
- Not bring or download programs without permission, including games, to the school or run them on school computers.

- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

Mobile phones, iPods and other mobile devices must be handed to the teacher at the beginning of the school day and collected at the end of the school day in accordance of our school's *Mobile Phone Policy*.

When using a digital device as a camera, students will:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in photos taken or videos captured and never use these as a tool for bullying.

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent. This consent must be fully informed, freely given, current and specific in how the information will be presented and who it will be presented to.

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Policy ratified by School Council June 2020

Student Name: _____

Date: _____

Student Acceptable Use Agreement

When I use digital technology I agree to:

- Be a safe, responsible and respectful user whenever I use technologies.
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Understand the terms and conditions of websites and online communities and be aware that content I upload or post is my responsibility and can be clearly monitored.
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet for educational purposes and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teachers.
- Follow copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary). If you do not do this penalties may be issued.
- Act responsibly in how I use content posted on the internet.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or the teacher.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Take only photos and record sound or video when it is part of an approved lesson.
- Seek permission before taking photos, recording sound or videoing.
- Seek written permission from relevant individuals before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

- Private property brought to school by students, staff or visitors is not insured and the Department does not accept any responsibility for any loss or damage. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property, students and staff should be discouraged from bringing any unnecessary or particularly valuable items to school.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the importance of the conditions and agree to live by these conditions. I understand that any break of these conditions will result in internet and mobile technology access privileges being suspended or taken away.

This agreement will be effective for the duration of my schooling at Lucknow Primary School. If I wish to change my approval at any time, this must be done in writing addressed to the principal.

Student Name:

Parent/Carer Name:

Student Signature (Prep and Gr 1 students only need a Parent Signature)

Parent/Carer Signature

Year Level

Date

Please read through this document carefully with your child and have them tick all of the boxes on the previous page. Once this agreement has been completed, please return only this page to school.