



PEMBROKE PRIMARY SCHOOL  
DIGITAL LEARNING POLICY  
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)  
2021



**Help for non-English speakers** If you need help to understand the information in this policy please contact 9725 6689.

Hi theihternak zultphung kong hi na fian lomi a um ahcun Pembroke Primary Sianginn (9725 6689) chonh khawh a si.

## AIM

The internet, combined with the school's ICT program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Digital learning platforms and instant messaging tools are now part of students' and staff 'life on the web'.

Date ratified by School Council: November 2021

Review Date: October 2022

## SCHOOL VALUES, PHILOSOPHY AND VISION

Pembroke Primary School is proudly a safe and welcoming school for everyone – regardless of gender, sexuality, cultural background or family circumstances. We believe everyone has a right to a great education.

Pembroke Primary School's purpose is to provide our students with the opportunity, motivation, environment and programs to each reach their full potential as healthy individuals and contributing members of the community: emotionally, socially, creatively and academically. The school's approach has its foundation in the development of productive and co-operative relationships between all members of the school community. Our approach is underpinned by School-Wide Positive Behaviour Support (SWPBS), which is a whole-school framework, promoting the development of positive behaviours throughout the school.

## 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 including access to iPads and laptops.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including laptops and iPads)
- (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

## SCOPE

This policy applies to all students and staff at Pembroke 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:

- Pembroke 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.

Pembroke Primary School is an eSmart school. This following information comes from the eSmart website:

“eSmart Schools, an initiative of the Alannah & Madeline Foundation, helps teachers, librarians and the greater community to best manage cyber risks, bullying and cyber bullying issues so students feel safer and supported.

It is a Framework that sits across the entire community – teachers, students, parents and the library community.

eSmart Schools is a long-term change program designed to educate, track, monitor and prevent bullying and cyber bullying. eSmart Schools and Libraries are tailor-made and designed to effect change in that specific environment.

eSmart Schools also supports schools and libraries to embrace the benefits of technology while reducing childrens’ exposure to cyber risks, such as cyber bullying, online sexual predation, sexting, identity theft and fraud.

It is not a band-aid or a quick fix, and, based on documented evidence, it was created to address cyber risks and help schools meet their duty of care.

Our goal is to keep children safe from bullying, cyber bullying and violence. eSmart is a way to achieve this.”

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.

Pembroke 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.

Classes at Pembroke Primary School are delivered with the use of iPads/tablets/notebook computers. Each class has access to a bank of laptops and iPads on trolleys with their chargers connected to power.

Pembroke Primary School has arrangements in place to support families who may be experiencing long or short-term hardship to access devices for schoolwork. During periods of remote learning, students have had access to iPads or laptops for home-use. Parents/guardians sign a contract upon collection of their device and ensure the loaned device is appropriately used. Devices are

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Pembroke Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Pembroke 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 our Start-Up Program at the beginning of every school year, the Life Ed Van visits, eSmart educational activities, websites such as Hector's World and further resources found on the eSafety website.
- 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 the principal, 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.

\*Note: “messages” refer to staff emails from their education.vic.gov.au accounts, student emails from their student accounts and text communication via the chat function on Webex during school hours.

### **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.

### **SOCIAL MEDIA**

Pembroke Primary School aims to:

- grow our school and community’s understanding of social media and to make connecting with our school more convenient for our families.
- Allow our community to keep up to date with activities through a medium which is preferred by many.
- To seek input (through comments and ‘likes’) from our families. Build our school community by celebrating our school spirit.
- Provide a positive focus for our school and bring everyone’s attention to the things we do that make our school community great.

### **RATIONALE**

Our school acknowledges that there are increasing numbers of people using social networking sites.

The widespread availability and use of social networking applications brings opportunities to understand, engage, and communicate with audiences in new ways.

The school reserves the right to suspend or cease using Social Media at the discretion of staff and our school council. Where there are issues of a potentially serious criminal nature such as threats or inappropriate comments, the matter will be referred directly to the relevant governing body.

### **IMPLEMENTATION**

- **SOCIAL MEDIA ADMINISTRATION**

Pembroke Primary School staff members are given the opportunity to act as administrators for the school Facebook and the school website. This is on a voluntary basis and access is given to a limited number of staff members for the purpose of uploading photos, files and news items.

- IDENTIFIABLE ACCOUNTS

All users (following or commenting) interacting with Pembroke Primary School's Social Media page, must do so using a Social Media account that is identifiable.

- POSTING COMMENTS

Pembroke Primary School encourages families to share positive comments in relation to current events. We remind members of our community that there are many issues which are best dealt with privately, in consultation with relevant staff members. Issues involving students or staff must not be raised on our Social Media page. When comments are made we are happy for people to register their support through a Social Media comment or a 'like'. We will however, not support interactions that incite negative sentiments. Names of staff, students, or school community members must not be used in any negative postings

- WHEN CAN I USE NAMES IN POSTS?

You can use names in posts when you wish to acknowledge someone's great work or community contribution. Our philosophy is that our Social Media page will be used to build our school spirit, inform our community about our work, and connect people. The school commits to acknowledging students only by their first names in any post.

- POSTING VIDEOS AND/OR PHOTOS OF STUDENTS

Only the Social Media page administrator is authorised to post photos and/or video of students in line with existing privacy consents.

- HOW TO INTERACT WITH THE SOCIAL MEDIA PAGE

Initially, users will be able to comment on the school's postings and on comments made by other users. Users will also be able to 'like' or post a comment by clicking on a button. Users will not be able to author a posting of their own or load media such as video or photos

- UNDERAGE SOCIAL MEDIA USERS

Pembroke Primary School does not endorse children under the age of thirteen years of age (a threshold imposed by Social Media), having their own Social Media account. We encourage children, under parental supervision, to view our school's Social Media page and contribute to content. We believe the conduct of our community members on our Social Media page will serve as a role model for our students on how to behave in social media spaces.

- MODERATION AND BLOCKLISTING

Pembroke Primary School reserves the right to set the strength level of the Social Media profanity filter and to add additional words and names to the page's blocklist. The school reserves the right to remove third-party posts deemed to be offensive, vexatious or negative in nature; and to block any user who offends in this manner.

Actions resulting in deliberate breaches to this policy may include prohibiting a user from interacting on the school's Social Media page.

- PRIVACY

Parental consent for the use of student names and photos will be obtained upon enrolment. This is an opt-out permission slip and is within the enrolment pack given to new families. If a family opts out,

their child/children will be removed from the photo (for example, cropped out) or are not included in the particular photo being taken. Staff will review photos before they are published online to ensure students that have opted out are not included.

### **Student behavioural expectations**

When using digital technologies, students are expected to behave in a way that is consistent with Pembroke Primary School's School Wide Positive Behaviour Support, *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), Pembroke Primary School will institute a staged response, consistent with School Wide Positive Behaviour Support, 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 School Wide Positive Behaviour System, *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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request
- Discussed at School Council meetings as required

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	25/10/21
Consultation	
Approved by	Principal and School Council
Next scheduled review date	October 2022