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PEMBROKE PRIMARY SCHOOL

Digital Technologies

(Internet, Social Media and Digital Devices) Policy

2020

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: 19th October 2020
Review Date: October 2022

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, 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

SCOPE

This policy applies to all students at Pembroke Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy* in addition to the whole of DET requirements under the *Acceptable Use Policy*.

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

Pembroke Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

iPads and Laptops and laptops at Pembroke Primary School

Some classes at Pembroke Primary School are delivered with the use of school provided iPads and Laptops.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Pembroke Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

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
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including Hector's World, eSmart & Respectful Relationship.
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 their classroom teacher 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Pembroke 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), Pembroke Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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.

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 building 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

- **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.

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- **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

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- **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 on an annual basis

RELATED DOCUMENTS

Using Social Media: Guide for DET Employees

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx>

RELATED LEGISLATION

THE LAW AND SOCIAL MEDIA'S TERMS

Pembroke Primary School's Social Media page operates under the Commonwealth Telecommunications Act and Social Media's Terms.