



DIGITAL POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Ranfurly Primary School on (03) 5022 1299

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
- 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 of Education 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 Ranfurly 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:

- Ranfurly 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.

Example 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 Ranfurly 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 Ranfurly Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Ranfurly Primary School is an eSmart School. We use eSmart scope and sequences that support our lessons and strategies to inform our teaching.
- 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 eSmart program
- 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

LIVING OUR
VALUES
EVERY DAY



THE
EDUCATION
STATE

VICTORIA
State
Government

Education
and Training

- 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 Ranfurly 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), Ranfurly 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 or via Ranfurly’s Compass tool under the ‘School Documentation’ section
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included as annual reference in school newsletter or reminders in our school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	31 March 2023
Consultation	Consultation & endorsed by School Council was held at the 29 March 2023 meeting
Approved by	Principal [Dennis Mitchell]
Next scheduled review date	March 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT



RANFURLY PRIMARY SCHOOL

Using Technology

Pledge Years 3 - 6

1.	I will be internet smart by not giving out my personal information or information about another person. I will always let the teacher know if someone is asking for my personal information.	<input type="checkbox"/>
2.	I will be internet smart by thinking before I post.	<input type="checkbox"/>
3.	I will be internet alert by only visiting websites or applications that the teacher has given permission. I will not sign up to any websites without the teacher's permission.	<input type="checkbox"/>
4.	I will be internet alert by looking out for unsafe sites, links or emails and only use my own email for websites my teacher has approved.	<input type="checkbox"/>
5.	I will be internet strong by keeping my password secret and secure. I will not use or share another person's username and password. If I think my password is no longer secret or I know someone else's password I will tell a trusted adult.	<input type="checkbox"/>
6.	I will be internet strong by using and creating strong passwords for my accounts (at least 8 characters and a mixture of Az7\$)	<input type="checkbox"/>
7.	I will be internet kind by always using language and behaviour that I know is respectful to others when using the school's technology and online learning spaces.	<input type="checkbox"/>
8.	I will be internet kind by being an upstander when I see someone being disrespectful, mean or hurtful. An upstander speaks up and/or reports the behaviour to a trusted adult. I will never participate in online bullying.	<input type="checkbox"/>
9.	I will be internet brave . When in doubt, talk it out. If I am feeling worried or unsure about things that are happening online to myself or others, I will remember that I can talk to my parents, staff at school or trusted adults about my concerns. There's always people that will listen and can help.	<input type="checkbox"/>
10.	I will be internet brave by reporting and/or blocking inappropriate content online.	<input type="checkbox"/>
11.	Technology is a privilege, not a right. I will care for and respect all equipment by not eating or drinking nearby, carrying with two hands and never leaving it somewhere unsafe (like on the floor or outside).	<input type="checkbox"/>
12.	If I have been granted permission to bring a mobile phone to school, I will hand it into the office every morning as soon as I get to school and collect it straight after school (but not use it until I'm outside the School grounds)	<input type="checkbox"/>

Acceptable Use Agreement

Smart, Alert, Strong, Kind & Brave are derived from the Internet Awesome (<http://internetawesome.withgoogle.com/>)

LIVING OUR
VALUES
EVERY DAY



**THE
EDUCATION
STATE**

VICTORIA
State
Government

Education
and Training



Ranfurly Primary School
P.O. Box 5092, Mildura Victoria 3502
348 Ontario Avenue, Mildura
Phone: 5022 1299 Fax: 5022 1269
Email: ranfurly.ps@education.vic.gov.au

Principal: Dennis Mitchell

I understand that any breach of this pledge may result in me losing the privilege of access to devices, email and internet. I also understand my parents will be notified of any breach of this pledge.

Student Name:	Student Signature:
Date: __/__/2023	Parent Signature:

PERMISSION TO WATCH PG RATED MEDIA

As a part of the curriculum in Prep-6 it is sometimes necessary to show movies, DVD's or film clips, which are PG rated. We ask that you give permission for your child to watch PG rated media that maybe shown during class times, wet or hot weather days, on camps/ excursions, with guest speakers, etc.

I do give permission for my child to watch 'PG' rated movies, DVD's or film clips during 2023.

Student Name:	Parent name:
Date: __/__/2023	Parent Signature:

Please return to your child's Class Teacher before Friday 10th February 2023

LIVING OUR
VALUES
EVERY DAY



THE
EDUCATION
STATE

VICTORIA
State
Government

Education
and Training