



Help for non-English speakers

If you need help to understand the information in this policy please contact Kellie Hatherell.

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
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Hamilton North 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:

- Hamilton North 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.

Hamilton North 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.

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Hamilton North 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 Hamilton North 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
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing
- Make use of the application Seesaw as a digital portfolio and communication tool between school and home (school-wide use).
- 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 e-Smart lessons and liaison with our local youth police officer
- 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
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked
- All staff shall be responsible for notifying the technician of any inappropriate material so that access can be blocked
- Consequences of publishing, accessing or failing to notify the technician of inappropriate material shall include the removal of access rights
- 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 and agreed to our Acceptable Use Agreement on Sentral.

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.

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.

Hamilton North Primary School has a School Facebook account that is used for the following purposes only:

- As a means of promoting the school.
- To acknowledge and celebrate student achievement

It is important to note that the Hamilton North Primary School social media account is not a platform for questions/queries about school operational matters. These should be directed through school email, Seesaw or telephone.

Conditions

Social media use must in all cases comply with relevant legislation and Department policies, including in relation to staff conduct, privacy, copyright, information security and child safety. This includes:

- ensuring that there is parent/carer consent attained before publication of any student photo or student related content. Written consent will be obtained through the normal enrolment documentation procedure.
- ensuring that material sourced or created by staff that includes non-original or third-party content copied under licences or exceptions that apply to education institutions are not visible to the public

Parent Comments

We welcome positive comments from parents/carers in response to the postings made by school staff members. Comments must not:

- contain abusive, discriminatory or inappropriate language or statements. This includes remarks that contain obscenities or are sexually explicit
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms. If you disagree with the content, we ask that you refrain from personal attacks or being disrespectful of others
- be posted by students
- show improper consideration for others' privacy or are considered likely to offend or provoke others.
- contain malicious intent and/or participation not in the spirit of the school's True North Values
- contain spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product
- break the law or encourage others to do so. This includes respecting copyright and fair use laws.

Hamilton North PS reserves the right to set the strength level of Facebook profanity filter and to add additional words and names to the page's blocklist. We reserve the right to remove users or to take down the entire site at any time.

The page administrators reserve the right to refuse or remove any comments at any time, for any reason. Repeat offenders will be blocked from posting. Any inappropriate comment should be reported to the school immediately.

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 Hamilton North 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), Hamilton North 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 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
- Discussed at staff briefings/meetings as required
- Included in the annual student activity on Sentral at the beginning of each academic year, alongside the request for the AUA to be read and agreed to, therefore granting permission to the use of digital technologies at school
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	
Consultation	Communication via Sentral 27 th June 2024
Approved by	Principal and School Council
Next scheduled review date	



ACCEPTABLE USE AGREEMENT

For Use of the Internet & Digital Technologies

School profile statement

At Hamilton North Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces. This is in line with our True North Values and Student Engagement and Wellbeing Policy that support positive behaviours.

At our School we:

- Have a **Student Engagement and Wellbeing Policy** that outlines our School's values and expected student behaviour. This Policy includes online behaviours
- Have programs (eg: e-Smart lessons, liaison with local police) in place to educate our students to be safe and responsible users of digital technologies
- Educate our students about digital issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom
- The school will remove any offensive content as soon as possible
- Provide a filtered internet service supplied by DET to block inappropriate content and monitored by DET ICT technician. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed. Any breach is to be reported to DET ICT technician.
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students. This action to address these issues is at the discretion of the Principal.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation

- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children’s eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

Safe, responsible behaviour for students

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends’ information in the same way
- protect my passwords and don’t share them with anyone except my parent
- only ever join spaces with my parents or teacher’s guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends’ full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don’t deliberately search for something rude or violent
- turn off or close the screen if I see something I don’t like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

	<h2 style="text-align: center;">ACCEPTABLE USE AGREEMENT</h2> <h3 style="text-align: center;">For Use of the Internet & Digital Technologies</h3>
<p>I have read the Use of Internet & Digital Technology Agreement Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions.</p>	
<p>I understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.</p>	
<p style="text-align: center;">Permission given through Sentral for Parents portal/app.</p>	
<p>If you have any concerns about this agreement or ideas for making the agreement better, please contact Hamilton North Primary School.</p>	
<p>For further support with online issues students can call: Kids Helpline on 1800 55 1800. Parents/carers can call Parentline: 13 22 89</p>	