Yinnar Primary School
DIGITAL LEARNING (INTERNET, SOCIAL MEDIA & DIGITAL DEVICES) POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact our office on 51 631 362 or email yinnar.ps@education.vic.gov.au

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 supportand enhance learning and development at school

(b) expected student behaviour when using digital technologies including the internet, social media, and digitaldevices (including but limited to computers, laptops, tablets)

(c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, andeducating 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 digitaltechnologies and the internet

SCOPE

This policy applies to all students at Yinnar Primary School.

Staff use of technology is governed by the Department's *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

Yinnar Primary School understands that digital technologies including the internet, apps, computers and tablets provide students withrich 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.

Our 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Provision of Technology Equipment

All digital technology equipment will be provided by the school. Personal devices are not permitted to be broughtinto the school or at school events (excursions & camps) for any reason. This includes but is not limited to Ipads, Ipods, mobile phones and other digital devices.

There will be a Digital Technologies Leader appointed to co-ordinate all school digital technology. The school councilis responsible for providing funding to ensure the provision of the suitable digital technology equipment and hardware.

Software subscriptions and programs will be regularly reviewed for appropriateness and frequency of usage toensure that they are predominantly tools that facilitate learning rather than drill and practise or content-basedprograms.

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At our school, we arecommitted 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.

Our school will:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies onbeing 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
- educate our students about digital issues such as online privacy, intellectual property and copyright, and theimportance of maintaining their own privacy online
- actively educate and remind students of our *Student Wellbeing & Engagement* policy, *Code of Conduct and Statement of Values* that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement for each student outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces. A Technical Support Officeris provided by the DET funded cluster and is responsible for ensuring that firewalls and other protective measures are monitored and updated regularly
- 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

Use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

All messages created, sent or retrieved on the school's network are the property of the school. The school reservesthe 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 thirdparties 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 our school's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. This will be clearly explained when implementing the school's Acceptable Use Agreement.

Students are not permitted to bring any personal devices or digital programs into the school or to download anyunauthorized programs (including games & web-based images).

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 may include removal of network, internet or printing privileges or otheraction consistent with school policy. When a student acts in breach of the behaviour standards of our school community (including but not limited to cyberbullying, using digital technologies to harass, threaten or intimidate, orviewing/posting/sharing of inappropriate or unlawful content), our school will institute a staged response, consistentwith our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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

Further Information and Resources

- Mobile Phone/Device Use Policy

To view these and other policies please go to: Yinnar Primary School/Our School/Policies

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2029