



# LAKES ENTRANCE PRIMARY SCHOOL

## Digital Learning Policy

### RATIONALE

Lakes Entrance Primary School uses the Internet as a learning tool to improve student learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing students' exposure to cyber-risks (such as cyberbullying, online sexual predation, sexting, identity theft and fraud) when using the internet, mobile phones and other electronic personal devices. This policy should be read in conjunction with the 'Lakes Entrance Primary School Acceptable ICT Use Agreements'.

### 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 Lakes Entrance 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**

Lakes Entrance 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.

Lakes Entrance 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 interconnected 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 technology, if not used appropriately, may present risks to users' safety or wellbeing. At Lakes Entrance 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 Lakes Entrance 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 eSmart training.
- 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 STEM 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 Lakes Entrance 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), Lakes Entrance 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.

### **Implementation of eSmart Safety Program:**

1. Lakes Entrance Primary School staff are trained in the philosophies of the eSmart program and are provided with the information necessary for Cybersafety education.
2. All Lakes Entrance Primary School students will undertake a Cybersafe program and will be required with their parents to sign a Lakes Entrance Primary School Acceptable ICT Use Agreement before they will be permitted to use any information and communications technology (ICT) at school.
3. The school community will be provided with Cybersafety information on a regular basis.
4. Safe and responsible online behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.
5. Lakes Entrance Primary School staff will raise student awareness of issues such as online privacy and intellectual property including copyright, and that some online activities are illegal and will be reported to police or online authorities, such as [www.esafety.gov.au](http://www.esafety.gov.au).
6. Lakes Entrance Primary School will supervise students when using digital technologies for educational purposes and provide a filtered internet service whilst acknowledging that full protection from inappropriate content can never be guaranteed.
7. Mobile phones and other personal electronic devices may only be brought to school with prior permission of the Principal. Parents and students must comply with the conditions of use as outlined in the Lakes Entrance Primary School 'Acceptable ICT Use Agreements, which prohibits students from accessing mobile phones and other personal electronic devices during school time.
8. Lakes Entrance Primary School will respond to issues or incidents that have the potential to impact on the wellbeing of our students.
9. All incidents of Cyberbullying must be referred to the Principal and the ICT coordinator for investigation and any action taken will be in line with the Student Engagement Policy.
10. Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.
11. Students are advised to report an incident to their teacher immediately if:

- They have experienced an incident of Cyberbullying.
- They feel the welfare of other students at the school is being threatened.
- They come across sites which are not suitable for our school.
- Someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information.
- They accidentally do something which is against the rules and responsibilities they have agreed to.

12. Any student who does not follow the rules of the eSmart Agreement and the 'Lakes Entrance Primary School Acceptable ICT Use Agreements' will lose their ICT privileges for a length of time as deemed appropriate by the Principal or ICT Coordinator. They will also be required to complete additional Cybersafety lessons before their privileges are returned.

13. The Acceptable ICT Use Agreement also applies during school excursions, camps and extra –curricular activities.

### **REFERENCES**

Lakes Entrance Primary School Acceptable Use Agreements

Lakes Entrance Primary School Student Wellbeing and Engagement Policy

External references:

[www.esafety.gov.au](http://www.esafety.gov.au)

[www.esmart.org.au](http://www.esmart.org.au)

[www.education.vic.gov.au/about/programs/bullystoppers](http://www.education.vic.gov.au/about/programs/bullystoppers)

### **REVIEW CYCLE**

This policy was last updated on **October 2023** and is scheduled for review in **October 2026**

**Signed:**



**Principal**