



## DIGITAL LEARNING, CONSENT & PRIVACY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### PURPOSE

Truganina South Primary School is a technology rich environment. The Internet and Digital Technologies are used extensively throughout the curriculum as part of a blended learning approach to complement and enhance pedagogical practice and teaching and learning programs. Truganina South Primary School uses a variety of online services to develop 21st century teaching and learning skills and foster digital literacy, fluency and social responsibility in a safe environment. Truganina South Primary School uses various online services to store student information and is required to inform the school community about the ways in which online services are used and monitored at the school in relation to participation, privacy, record management & Access and Copyright.

Truganina South Primary School aims to provide relevant information to the school community about the school's use of online services and storage of student information, including: Participation, Privacy, Record Management & Access and Copyright.

To ensure that all students and members of Truganina South Primary 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 [including our bring your own device program]
- 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
- Truganina South Primary School's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that Truganina South Primary School follows and implements

### SCOPE

This policy applies to all students and staff at Truganina South 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:

- Truganina South 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, online platforms 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 Truganina South Primary 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.

Truganina South 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. Truganina South Primary 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.

### Personal Devices at Truganina South Primary School

Truganina South Primary School is a 'bring your own' device school. Our online learning applications are only supported by Apple and current Apple products which are suitable are listed on Truganina South Primary School website.

Truganina South Primary accepts no responsibility to any damage or theft to any student's device.

Student devices will be connected to Truganina South Primary School wi-fi.

Classes at Truganina South Primary School are delivered with the use of iPads. Students must bring a charged device to school each day to be used during class time for different learning activities.

Please note that Truganina South Primary School does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Truganina South Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Truganina South Primary School at [Truganina.south.ps@education.voc.gov.au](mailto:Truganina.south.ps@education.voc.gov.au) or by calling 9296 1800.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Truganina South Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Truganina South 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
- 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 [insert details of specific programs]
- 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 Truganina South Primary 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
- 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.

### Social media use

Truganina South Primary 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 Truganina South Primary 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 Truganina South 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 Truganina South Primary School community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Truganina South 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* and *Student Code of Conduct* policies.

## Privacy

Truganina South Primary School is bound by the *Information Privacy Act 2000* and the *Health Records Act 2001 (Victorian privacy laws)*. Victorian privacy laws require schools to obtain **fully informed, freely given, current and specific** consent from a parent, guardian or carer of a student to use and disclose their personal information. Truganina South Primary School is required to protect all personal and health information that we collect in accordance with Victorian privacy laws.

Truganina South Primary School uses personal information of students and parents (obtained from the school's information management system called CASES21) to develop accounts for students. These accounts enable students and parents to access, participate in and share content and materials through the various tools and functionalities available through each online service. Truganina South Primary School takes the privacy of our students, staff, parents/guardians very seriously. If at any time you feel that your privacy may have been breached please contact a member of the school Principal Class Team (03 9296 1800).

Truganina South Primary School seeks your consent for the ongoing use of this personal information through our 'Online Services Consent Form'. Once accepted the consent form along with this policy will:

- provide relevant information about the online services used at Truganina South Primary School (Refer to Appendix A);
- acknowledge the collection, and give consent to use, disclose and store your child's personal information;
- acknowledge the policies that apply when your child uses the online services;
- give permission for the use of your child's work created when using an online service; and
- where relevant, obtain consent for the transmission of your child's personal information to be stored in secure locations outside of Victoria.

If you would like information about alternative 'off-line' options to ensure that students who do not use the online services outlined in Appendix A can still participate in learning activities in the classroom, please feel free to contact a member of Truganina South Primary School Principal Class Team on (03) 9296 1800.

## Consent and rights of access to the personal information of students

Truganina South Primary School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the Principal . However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

In determining who has access to personal information in relation to a student, the Principal or relevant staff member will consider the following:

- Parental responsibility
- Whether there are any of the following Court orders in place:
  - Parenting Order
  - Family Violence Protection Order
  - Protection Order
- Whether there are any of the following informal arrangements in place:
  - Parenting Plan
  - Carer

Parents, guardians and/or carers are responsible for providing Principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.

### **Managing Disputes**

Whenever faced with a dispute between people who are responsible for decision making in relation to a child, the Principal and staff at Truganina South Primary School will:

- avoid becoming involved
- avoid attempting to determine the dispute
- Act neutrally and not adopt sides
- Act in the best interests of the child or young person involved
- Act in the best interests of the school community

Schools are not the place to resolve disputes. These disputes should be resolved between the parents/guardians through discussion, or in Court if necessary.

### **Records management and access**

Truganina South Primary School is required to create, manage and dispose of public records (i.e. student records) in accordance with the Public Records Act 1973 (Vic) (PRA).

Victorian privacy laws also require that Truganina South Primary School be assured of data quality and security for the period in which personal information or health information is held through an online service on the school's behalf. Furthermore, Victorian privacy laws require that the school be able to access, modify and delete personal information and health information where it is stored on

its behalf by an online service. Other laws require that the school is able to access, and if necessary transfer information about a student to individuals (under a freedom of information request), or to an organisation or government agencies (for the purposes of a criminal investigation by Victoria Police, or under a court subpoena).

### Copyright

Individual students own the copyright to their intellectual property (i.e. images, text, videos) if it is their original work. The school must obtain permission to reproduce and publish student work. Please note that students may only use the work of another student in the course of collaborative or group work, or with the permission of the other student.

### Further information and contact

**If you require further information please contact a member of the Principal Class Team or our IT Technician at the school on (03) 9296 1800 or alternatively via email at [truganina.south.ps@education.vic.gov.au](mailto:truganina.south.ps@education.vic.gov.au)**

### REVIEW CYCLE

This policy was last updated in January 2021 and is scheduled for review in 2024.

This policy was last ratified by School Council in:	February, 2021
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## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

[Here you may include yTruganina South Primary School's *Acceptable Use Agreement* (AUA), if applicable. The Department recommends that schools require students to complete an *Acceptable Use Agreement* (AUA), describing behavioural expectations of students to use the internet and digital technology in a safe and responsible manner. It is recommended that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement. Below are links to two draft documents that may be used as the basis for your own AUA.

The draft AUA for Primary Schools includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance. It may be included as part of the final Acceptable Use Agreement sent home to parents for discussion and agreement.

The [resources tab](#) of the Department's Cybersafety and Responsible Use of Digital Technologies policy provides template Acceptable Use Agreements tailored for both primary and secondary schools.