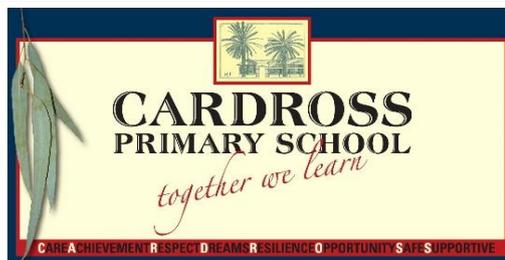


# Digital Learning (Internet, Social Media and Digital Devices)



## Help for non-English speakers

If you need help to understand the information in this policy please contact the Main office (03) 5024 1267

## 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 including our 1-to-1 personal iPad program (Gr 4-6)
- 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 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 Cardross 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:

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- Cardross 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.

Cardross 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.

### Personal Devices at Cardross Primary School

Cardross Primary School operates a Bring Your Own Device (BYOD) iPad program for student in Grades 4-6. Classes at our school are delivered with the use of iPads.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Cardross Primary School has made special arrangements with JB Hi Fi Education Solutions who offer discounted prices for purchase of devices for our students. Cardross Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning

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- Is brought to school in a protective case
- has at least 32 GB of storage
- operates on OS version 15.4.1 or later

Please note that our 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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Principal by phone (03) 50241267

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Cardross 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 Cardross 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 eSmart Schools
- 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
- 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

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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 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.

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 Cardross 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), Cardross Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

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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
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## EVALUATION

This policy will be reviewed annually or earlier as required following an incident or analysis of new research or school data relating to digital learning and cyber safety, to ensure that the policy remains up to date, practical and effective.

Data to inform this review will be collected through:

- discussion and consultation with students and parent/carers
- assessment of other school-based data, including the number of reported incidents of cyberbullying in each year group and the effectiveness of the responses implemented
- Attitudes to School Survey
- Parent Opinion Survey

Proposed amendments to this policy will be discussed and consulted student representatives and school council.

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## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### SCHOOL PROFILE STATEMENT AND RATIONALE:

At Cardross Primary School, through both our 1:1 BYOD program (Grades 4-6) and the school's owned devices, we educate students to be safe, responsible and ethical users of digital technologies. Each student at our school will learn to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust digital citizen capable of shaping our future.

We currently use the Department of Education and Training's filtered services for privacy and data security and we undertake a number of programs, technologies and approaches to support student learning with digital technologies. We believe that the use of technology enriches and supports the learning.

As staff, we believe we play an important role in the integration of technology to enhance learning with our students and ensuring it is used appropriately to enable efficient and effective learning and teaching practices. Through increased access to devices, where all students have access at any time, students can leverage learning that is interactive, differentiated and collaborative.

Cardross Primary School also understands the safe practices in Information and Communications Technology that needs to take place. We are committed to integrating online safety practices into our curriculum and teaching these explicitly:

- Digital Technologies Video Conferencing
- D.E.T's interactive learning modules, quizzes and resources
- The eSafety Commissioner
- Messages from the Alannah & Madeline Foundation, Dolly's Dream, Daniel Morcombe Foundation
- Internet Safety Resources:  
<https://fuse.education.vic.gov.au/ResourcePackage/LandingPage?objectId=f1ab94ab-3847-40d1-8561-e0cee49d35c5&SearchScope=All>

We have a duty of care to take reasonable steps to protect students from any harm through the above interactions and discussion. We ensure time on devices is managed for effectiveness.

The aim of this agreement is to develop a partnership between the child and school, to ensure that safe practices allow digital technologies to leverage learning.

### FOR THE STUDENT:

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**When I use technology, both at school and at home, I have responsibilities and rules to follow. I agree to:**

- be a safe user whenever and wherever I use that technology.
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

**When at school I agree to:**

- behave in a way outlined in the schools' *Student Wellbeing and Engagement and Bullying Prevention* policies when online or using mobile technology.
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not search for rude or offensive sites
- use an 'online name' (or 'handle') and avatar when sharing my work online.
- remember that the content on the web is someone's property and ask my teacher / parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school are being threatened

**When I use the school's mobile devices at school I agree to:**

- use it as requested for learning purposes as directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- always having the lid closed when I am carrying it
- carrying it with two hands at ALL times
- always walking when carrying it
- never using it while walking around
- always storing and using it the right way up
- never leaving it outside my classroom for any reason
- never leaving it unattended on the ground, floor, chair or any other unsafe place
- always making sure that it is in a safe position on my desk (not near the edge)
- never putting things on top of it
- not downloading or copying unauthorized programs or files onto it
- immediately reporting any damage to my classroom teacher, ICT coordinator (Mr Russell) and ICT technician (Josh) when it occurs or is first noticed

**When using the mobile device as a camera I will:**

- only take photos and record sound or video when it is part of a class or lesson
- seek permission from individuals involved PRIOR to taking photos, recording sound or videoing them

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(including teachers)

- seek written permission from individuals involved PRIOR to publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blog etc

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be re-negotiated if I do not act responsibly.

I understand that my iPad may be periodically inspected and monitored for appropriate usage. School personnel may request access to browser history and/or caches as well as any or all files belonging to the student, including those stored on school servers. I understand that files stored locally on a device or on school servers are not private.

Damage at school will be on a case by case basis. The school feels that any 'accidental' or 'deliberate' damage costs will be assessed by the teacher involved in the incident, the students and in conjunction with the School Leadership Team. A very thorough process will be undertaken to determine an outcome to be resolved both financially and morally.

Student Name:.....

Student Signature:.....

**Parent Permission**

I agree to allow my child to use technology at school.

I will contact the school if there is anything here that I do not understand.

If there is a situation which concerns me, I will contact the school.

I understand that my child has responsibilities and rules to follow as outlined on **page 2** of this document.

Parent Name:.....

Parent Signature:.....

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