



# 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 Parkwood Green Primary School on 94493600

### 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, specifically including our 1-to-1 school device program for our years 2-6
- (b) expected student behaviour when using digital technologies including the internet 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 Parkwood Green 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:

- Parkwood Green 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.

Parkwood Green 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.

Our school uses platforms including but not limited to SeeSaw, Google Classroom and Sway to access and share educational content and resources. These platforms have a Blog component where students and families are able to view and comment on work produced by different students. Any work published to the blog is done so with the permission of the student. Any comments on work, from students or parents, will be reviewed and approved by teachers before becoming visible to users. Parents are welcome to contact the school if they have any questions or concerns about students participating in this forum.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Parkwood Green Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others.

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Parkwood Green 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 Parkwood Green Primary School, we:

- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork. This will be made available for students and parents to sign/agree to.
- use online sites and digital tools that support students’ learning
- 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
- 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
- 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. For example: safeguarding and monitoring student application downloading through the use of Meraki.
- 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 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 to students of school owned devices for 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 the classroom teacher who will then notify the school's IT department.

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 our *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), Parkwood Green Primary School will institute a staged response, consistent with our School Wide Positive Behaviours framework.

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
- Available to staff on the school drive
- Available upon request from the front office

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Education committee
Approved by	Principal and School Council
Next scheduled review date	January 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement



## Parkwood Green PS Acceptable Use Agreement



### School profile statement

At Parkwood Green Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community.

At Parkwood Green we:

- Have a **Student Engagement Policy** that states our school's values and expected standards of student behavior, including actions and consequences for inappropriate online behavior
- Educate our students to be safe and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - o [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- Know that some online activities are illegal and as such we are required to report this to the appropriate authority
- Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - o [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - o [Cyber safety guide - parents](https://www.esafety.gov.au/) (<https://www.esafety.gov.au/>)

### School support

Support **will** be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- All school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- Byod Devices
- personal email accounts and settings



## Student Agreement

### Safe and responsible behavior

When I use digital technologies and the internet 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 think or feel (*Ask students to reflect on how they would feel.*)
- Working to stop bullying. I don't send mean or bullying messages or pass them on to others
- Creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet 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 and the internet 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 for my age 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 and responsible user of digital technologies and the internet.
- Presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.



## 1-to-1 iPads: school owned devices

### Ownership

- The school retains ownership of the device at all times.
- The primary purpose of the device is for student learning.
- The school will manage the device and apps.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private and can be accessed by the school at any time.
- If the student leaves the school or moves to another government or non-government school, interstate or overseas, the device must be returned to the school immediately.

### Damage or loss of equipment

- All devices are covered by a manufacturer's warranty for a period of time. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the classroom teacher.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty, the school will determine whether the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

### User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- carrying their device safely and in the appropriate protective case at all times
- appropriate care for the device and its case is expected at all times to avoid any damage
- adhering to this Acceptable Use Agreement when using the machine, both at home and school, including during lunchtime or when not in the classroom.



## IPad Repairs/Replacement Schedule

As per the school's Acceptable Use Agreement, the principal or their nominee may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device. The below schedules outline the school's process for meeting determining repair/replacement costing based on student's responsible use of and care for the device.

All damage must be reported directly to the Classroom Teacher as soon as possible. The teacher will follow up the circumstances of how the damage occurred, parents are required to complete an incident report at this time. The device will be sent to the IT technicians for assessment for repair or replacement. Students will receive a replacement device, either a spare school iPad or netbook, for use at school only until their iPad is repaired and returned to them to ensure they are able to continue participating in learning activities.

A letter will be sent home to parents outlining which the area of the schedule their child's damage falls under, the cost to be covered for repair or replacement and the consequence for a lack of responsible use and care for the device. All incidents will be recorded on Compass, in Chronicle section.

### Damage of device:

If damage to the device was occurs, then the following schedule will be used. Any damage will be assessed by the school IT technicians and repair/replacement advice will be given to the Sub School Leader. At this point the Sub School Leader will determine if the damage falls into one of the 3 categories below.

	Contribution amount	Consequence for home use for returned student device
1st Instance of Damage	\$50	Once repaired, device will be returned to student and can be taken home again
2nd Instance of Damage	\$150	Once repaired, device will be returned to student and can be taken home again
3rd Instance of Damage/ Extreme Damage	Full cost for repair/replacement	Once repaired, device will be returned to student and cannot be taken home again

### Damage of protective case/screen:

Students are not to remove the protective case or screen of their device. If the protective case or screen is Damaged or lost, then the following schedule will be used:

	Contribution amount
Instance of Damage	\$30

## Examples of damage categories

<p><b>Minor Damage</b></p>		<ul style="list-style-type: none"> <li>• Squashing or dropping the device, causing pixel damage or minor screen damage.</li> <li>• Damaged buttons, e.g. Home button.</li> <li>• Minor water or food related damage that requires replacement of parts.</li> </ul>
<p><b>Major Damage</b></p>		<ul style="list-style-type: none"> <li>• Cracked or damaged screen requiring replacement of the screen.</li> <li>• Major water or food related damage that requires replacement of parts.</li> </ul>
<p><b>Extreme Damage</b></p>		<ul style="list-style-type: none"> <li>• Destroyed screen, including damage to camera, requiring device replacement.</li> <li>• Bent device/casing resulting from forceful damage requiring device replacement.</li> </ul>

## Student Acknowledgment

When using digital technologies, I will:



# Parkwood Green PS Acceptable Use Agreement



- Follow the expectations set out in this Acceptable Use Agreement, using this knowledge at school and everywhere I use digital technologies and the internet.
- Report to a trusted adult when I see or know about something that is unsafe, inappropriate or anything I am unsure about.
- Handle ICT devices with care and notifying a teacher of any damage or required attention.
- Abide by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. iPads, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet (social networking sites)
- video and photo sharing websites

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

## Parent Acknowledgment

I understand that my child needs to comply with the terms of acceptable use and expected standards of behavior set out within this Agreement.

I agree to:

- Use Compass School Manager, the school's learning management system to:
  - Monitor attendance and enter approval for absences or lateness
  - Monitor and complete assessment, homework and learning tasks
  - View children's Progress Reports and Semester Reports
  - Book parent, teacher and student conferences
- my child being signed up for educational applications and using a range of educational iPad apps to support learning, as managed by the school
- my child's first name and surname initial being published in the school newsletter, on the school website or on a password protected educational website
- a photo, audio or video of my child or their work being published on the school website, Compass or a password protected application or website that is managed by the school
- ensure the school's device is cared for and kept in a safe location at home, and not taken on family holidays
- understanding that supervision of the safe and responsible use of the device is a parental responsibility while the device is at home

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not follow these expectations appropriately