



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
- (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 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 | July 2023 |
| Consultation | Education committee |
| Approved by | Principal and School Council |
| Next scheduled review date | January 2025 |

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 **Digital Learning 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)
- 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)
 - 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, violent or inappropriate
- 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.
- discussed that it is my responsibility to save/export my work and other items on the iPad in the event that my iPad needs to be wiped or replaced. E.g. Uploading work to seesaw or google drive.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.



Parkwood Green PS Acceptable Use Agreement



1-to-1 iPads: school owned devices

Ownership

- The school retains ownership of the device at all times.
- The sole 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, families can choose to repair the device at an external repair company, incurring the costs associated. Alternatively, the school can provide a replacement device for \$75. The device will be provided upon receipt of payment to the administration office.

User responsibilities

Students are responsible for:

- bringing portable devices sufficiently-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 device, both at home and school, including during lunchtime or when not in the classroom.



Safe & Responsible Behaviour Guidelines – iPads Strike Policy

The 3 strike policy will begin at the start of each term and end on the last day of each term.

Each strike will be documented as a Chronicle Entry on Compass as visible to students and parent

Strike 1 (yellow rating on Compass)

– Warning and discussion about appropriate use, reminder of expectation.

Strike 2 (yellow rating on Compass)

– iPad taken from student for the remainder of the day and will not be taken home that night, student only to use iPad that day for learning needs, remains with teacher all other times.

Strike 3 (red rating on Compass)

– iPad taken from student for a week (5 school days) and will not be taken home that week, student only to use iPad that week for learning needs, remains with teacher all other times. Direct contact made with parents.

After Strike 3, ongoing issues should be addressed by the classroom teacher, the year level team leader, the student and the parents to create an iPad behaviour plan. This will be documented through the Technology Strike Chronicle (red). Depending on the plan of action, the escalation of consequence may increase, e.g. not take home for certain period of time or restricted use at school and home.

Some reasons why strikes may be given include:

- Not bringing iPad to school (should not stack for specialist classes, e.g. if classroom teacher has given the strike, specialist should not add an additional strike for that day)
- Not having a charged iPad
- Using iPad at an inappropriate time (i.e. in meeting area during instruction, at eating time, playing games instead of learning activity, etc.)
- Adding a passcode to the iPad
- Taking photos or videos of others without their permission and for reasons not related to the learning task

For more serious misuse of iPads teachers can implement strike 2 and 3 immediately.

This may include but not limited to:

- Deliberate misuse or damage
- Teasing or bullying behaviours (including emails)
- Hacking other student's accounts
- Purposefully searching explicit material online



iPad Repairs/Replacement Schedule

In the event that a student's iPad is damaged/broken, all damages must be reported directly to the Classroom Teacher as soon as possible. The teacher will follow up the circumstances of how the damage occurred. The device will be sent to the IT technicians for assessment for replacement. If a replacement device is required due to damages, families will be required to pay the cost for a replacement. Alternatively, families may choose to take their device to an external company for repair and incur the costs associated with repairing the device.

Damage of device:

If damage to the device occurs, then families may choose from the options listed below. Any damage will be assessed by the school IT technicians and repair/replacement advice will be given to the Year level team leader or Learning Specialist.

| iPad Repair/Replacement | | |
|---|--|---|
| If an iPad is damaged parents can choose between: | Cost | Actions |
| Option 1 Students can hand in their iPad to the school and IT will organise a replacement device upon receiving payment through the admin office. | \$75 | Parents can make payments at the front office. Once payment has been received students will receive a replacement iPad <i>** replacement device may not necessarily be the same model, this will depend on what is available at the time**</i> |
| Option 2 Families take the damaged iPad to an external company for repair. | Determined by the external company. <i>**Please note that families are responsible for costs incurred**</i> | Parents can proceed with repair through external company. Alternatively, if the iPad is unable to be repaired families can return to school with the iPad and utilise option 1. |

| 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 the school will replace the case. | |
| Cost | Actions |
| \$30 | Parents can make payments at the front office. Once payment has been received students will receive a replacement cover. |



Student Acknowledgment

When using digital technologies, I will:

- 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.

I understand that I will not have access to digital technologies and the internet until accepted the terms outlined in this agreement.

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:
 - o *Monitor attendance and enter approval for absences or lateness*
 - o *Monitor and complete assessment, homework and learning tasks*
 - o *View children's Progress Reports and Semester Reports*
 - o *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, Seesaw, 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 Digital Learning Policy if my child does not follow these expectations appropriately.