

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your 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 and staff at Auburn 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:

- Auburn 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.

The internet, combined with the school's Bring Your Own Device Program (BYOD) and school-owned devices, offers potential benefits for teaching and learning. 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.

It offers opportunities for students and teachers to contribute to the world community on the web and access technology to enhance the achievement of learning outcomes.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations communicate and collaborate with people all over the world
- create and publish high quality products and effectively share them with others

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.

Auburn 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.

BYOD Program (Yr 3-6)

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day.

Students must bring a charged device to school each day to be used during class time for different learning activities.

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.

Auburn Primary School have a number of school owned devices for students who do not opt into the BYOD program to use during their time at school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Example 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 Auburn 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 in their learning
- 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 resources such as <http://www.esafety.gov.au>
- 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 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.

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 as soon as possible.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Example 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), Auburn 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

COMMUNICATION

This policy will be communicated to our school community in the following ways

Available publicly on our school's website <https://www.auburnps.vic.edu.au/about-us/our-plans-and-policies/>

- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Referenced in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools

POLICY REVIEW AND APPROVAL

This policy was last reviewed in October 2021 and is scheduled for review in 2023, or as required.

APPENDIX A: BYOD REQUIREMENTS, INFORMATION TO PARENTS

Minimum Requirements

IOS Devices

- _ Running the latest iOS software
 - _ Must be either a iPad Mini or iPad tablet
 - _ Restrictions are okay to put on the device but the IT staff may require the password to install the wireless only on the device. (Do not send in a device, connected to an telco provider, such as Telstra)
- Mac or MacBook Pro laptops are not recommended for school use as these devices are not well supported throughout the Education Department.

ANDROID

- _ Must be running the latest operating software
- _ Samsung Galaxy Tablets are recommended for the screen sharing capability.
- _ For device configuration a passcode is NOT required.

WINDOWS TABLETS

- _ Running the latest software update
- _ Have the ability to run Microsoft Office on the device.
- _ If you lock the device down with an “Administrative” account, the IT support staff may require these login details to install the wireless certificate onto the device.
- _ Must be able to use a HDMI connection (or have an adapter that can use VGA/HDMI connections) OR Must support Intel WIDI for display connectivity.

OTHER

All devices must be OH&S safe. The IT support team are not permitted to work on any device that has

- cracked or broken screens or buttons or
- extensive damage to the hard case
- damage to the power/ data cables required to attach the device to the network.

VPN or “Virtual Private Networks” are not permitted to be configured on devices as this poses a security risk.

















DET filtering software only restricts access to inappropriate sites via the wireless network

Your child already has access and is licenced to use Office 365. They should use their school login account. Make sure to use the “Work or School” account sign in, not the “personal” sign in when logging on. The school can provide passwords etc. if they have been forgotten.

The following apps are not permitted on any device

- Puffin Web Browser (this application bypasses our monitoring and filters)
- Dropbox (This program is a security risk)
- Any VPN Software

APPENDIX B: SUGGESTED APPLICATIONS

Must Have Apps – Provided by the School	Must have Apps – Provided by Home	May have Apps
<ul style="list-style-type: none"> • Microsoft Word  • Microsoft Excel  • Microsoft OneNote  • Microsoft Outlook  • Microsoft PowerPoint  • Microsoft Sway  	<p style="text-align: center;"><u>Google-Suite Apps</u></p> <p>Google Classroom </p> <p>Google Slides </p> <p>Google Docs </p> <p>Google Sheets </p> <p><u>Jamboard</u> </p> <p>Minecraft: Education Edition </p>	<p>• <u>Popplet Lite</u> </p> <p>• MINDSTORMS EV3 LEGO® Education</p> <p> LEGO® MINDSTORMS Education EV3 LEGO Education Education ***** 109</p> <p>• Adobe Photoshop Sketch</p> <p> Adobe Photoshop Sketch Adobe Art & Design ***** 1 This app is compatible with all of your devices. Add to wishlist</p> <p>• Pic Edu (Collage) (\$)</p> <p> Pic Collage - Your Story & Photo Grid Editor Cordial Blue Software, Inc. Photography ***** 1,012,392 Contains ads. Offers in-app purchases. This app is compatible with all of your devices.</p> <p>• Ultimate Guitar: Tabs & Chords (\$)</p>

APPENDIX C: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

At Auburn 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 behaviour of all members of the school community.

From Term 1 2020, as per the direct instructions from the Minister of Education, all students who choose to bring mobile phones and devices that are connected to a telecommunications network must have them switched off and securely stored during school hours. Therefore we strongly recommend providing a WI-FI only device for your child.

At our school we:

- have a **Student Welfare, Wellbeing & Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies
- remind all students that devices are not to be used to communicate with parents/carers when at school and during the school day. If it is necessary for any messages or communications between parents/carers and the child, this must take place through the front office. The message will then be passed onto the child directly and/or to the teacher.
- encourage all students to speak to a trusted adult and ask for help whenever they are unsure or feel unsafe
- 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:
- [Bullystoppers Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)
<https://www2.education.vic.gov.au/pal/cybersafety/policy>
- 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:

- [Bullystoppers Interactive Learning Modules - parents](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>
- [Cybersafety guide - parents](https://www.esafety.gov.au/parents) <https://www.esafety.gov.au/parents>

Safe and Responsible Behaviour

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 have/will:

- 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.

- only use my device for educational purposes as instructed by my teacher or teachers.

Personal Devices

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

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, including the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely



- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.
- using devices for educational purposes only as instructed by their teacher or teachers

My ideas on safe and responsible behavior (Please keep at home)

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:



(write or draw...)

The _____ Family

Digital Use Guidelines (Please keep at home)

Please use the template below to help develop a family agreement on the safe and responsible use of digital technologies at home. Write your own rules in the larger box and put each family member's name or initial above the grey box and if the rule applies, tick the box when they agree to do that action. It is important for

parents and carers to agree to some of the rules, as how you use technology provides a model for children to follow. We encourage parents/carers to discuss and identify rules with your child.

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Agreement (Please Return to School)

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.

Student Agreement

This agreement acknowledges the commitment of

(student)

**to being a polite, safe and responsible user of
digital technologies**

As a student I agree to with all the terms of acceptable use as written above.

As a parent/carer I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement and I understand that there are actions and consequences established within the school's Student Welfare, Wellbeing & Engagement Policy if my child does not behave appropriately.

Student's signature

Parent/Carer signature

Date



Auburn
Primary School

