



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 BYOD program and school managed devices.
- (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
- (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 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.

At Auburn Primary School we envision a future where technology seamlessly integrates to enrich the learning experience, empower students, and preparing them for a rapidly evolving digital world. Our ICT vision is to foster a dynamic, inclusive, and innovative learning environment that equips our students with essential future-ready skills, while nurturing their creativity, critical thinking, and digital citizenship.

Key Principles and Objectives:

1. **Empowering Digital Learners:** We strive to empower our students to become confident, responsible, and ethical digital citizens. Through comprehensive digital literacy programs, students will learn to navigate the digital landscape safely, critically evaluate online information, and use technology to enhance their learning.
2. **Innovative Learning:** Our vision includes the integration of cutting-edge technology into the curriculum. We will encourage innovative teaching methods that leverage technology to make learning engaging, interactive, and tailored to individual needs.
3. **Equity and Inclusion:** We are committed to ensuring that all students, regardless of background or ability, have equitable access to technology resources. Our ICT vision aims to bridge the digital divide by providing necessary support and resources to all students.
4. **Professional Development:** Our staff will receive continuous training and professional development to stay current with technology trends and pedagogical best practices. This will enable teachers to harness the full potential of ICT for effective teaching and learning.
5. **Global Perspective:** We aspire to cultivate global citizens who can collaborate, communicate, and compete on the global stage. Through technology, students will connect with peers from around the world, engage in cross-cultural learning experiences, and develop a global perspective.
6. **Parent and Community Engagement:** We recognize that the support and involvement of parents and the broader community are essential for the success of our ICT vision. We will foster open communication and collaboration, ensuring that parents are informed about our technology initiatives and actively engaged in their children's digital education.
7. **Adaptability and Future-Readiness:** As technology continually evolves, our primary school will adapt and stay future-ready. We will remain agile and open to new educational technologies and methodologies that align with our core values and mission.

At Auburn Primary School, our ICT vision is not just about technology; it's about fostering a holistic educational experience that prepares our students to thrive in a rapidly changing world. Through our commitment to innovation, equity, and the empowerment of digital learners, we will continue to provide a foundation for lifelong learning and success for all our students. Together, we will shape a brighter future where technology serves as a tool for inspiration, exploration, and educational excellence.



BYOD Program (Yr 5-6)

Our school operates a Bring Your Own Device (BYOD) program for students in Year 5-6, 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.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Auburn 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Auburn 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 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 for 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 [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 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 their classroom teacher, or a member of the Principal class team 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, parent/carer consent will be sought.

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 Auburn Primary School's *Bullying Prevention Policy, Student Wellbeing and Engagement Policy, Child Safety Policy and Code of Conduct, Statement of Values and School Philosophy and Duty of care Policy 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
- 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 <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

Policy last reviewed	November 2024
Consultation	School Council
Approved by	Principal, Auburn Primary School
Next scheduled review date	2026, or as required

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. Our school values of **RESPECT, RESPONSIBILITY** and **RESILIENCE** apply when using digital tools and online platforms.

Students are spending increasing amounts of time learning and collaborating with globally connected digital devices. To be safe and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others, particularly when no one is watching.

As per Department policy, 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. Please see the section *Personal Devices* for more information.

At our school we:

- have a **Student Welfare, Wellbeing & Engagement Policy** that states our school's values and expected standards of student behaviour. This policy includes online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bully Stoppers: parents and carers](https://www.vic.gov.au/bullying-information-parents)
(<https://www.vic.gov.au/bullying-information-parents>)
 - [eSafetyparents | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/parents)
(<https://www.esafety.gov.au/parents>)
- ask for notifications on all devices to be switched off, including on Smart Watches; and
- encourage all students to speak to a trusted adult and ask for help whenever they are unsure or feel unsafe.

During school hours at Auburn Primary School:

- students who choose to bring mobile phones and/or other personal mobile devices to school must have them switched off and securely stored during school hours
- parents/carers **should not** contact their child directly on their mobile/personal device during school hours. If contact with a child is required, this must be done through the school office
- students **should not** contact parents/carers on their mobile/personal device during school hours
- mobile/personal devices must not be used in any way that disrupts the learning of others
- mobile/personal devices must not be used to capture video or images in the school toilets
- mobile/personal devices must not be used to capture video or images of people, including students, teachers and members of the school community without their permission

Safe and Responsible Behaviour

When I use digital technologies 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 (*students should be prompted to reflect on how they would feel*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

When I use digital technologies 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 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.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies.
- only use my device for educational purposes as instructed by my teacher or teachers.

I will use this knowledge at school and everywhere I use digital technologies.

Personal Devices

A personal device is a device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images, such as smartphones and smartwatches. This does not include iPads/Android tablets or laptops that are used for educational purposes only.

*** PLEASE NOTE THAT SIM CARDS ARE NOT TO BE BROUGHT TO SCHOOL IN A STUDENT DEVICE. IT IS THEREFORE ADVISABLE THAT FAMILIES AVOID PURCHASING A CELLULAR ENABLED DEVICE. SIMILARLY, DEVICES WILL NOT WORK ON OUR SCHOOL NETWORK IF THEY HAVE A VPN INSTALLED. PLEASE ENSURE THAT ANY VPNS ARE REMOVED BEFORE BRINGING THE DEVICE TO SCHOOL.**

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 downloaded.
- Parents are responsible for purchasing and installing new programs/applications 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:

- adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during lunchtime or when not in the classroom.
- following classroom rules and teacher instructions

- not handing-over, sharing or allowing another student access to their device
- not bringing a SIM card to school
- bringing their device fully charged to school every day
- ensuring there is enough space on their device to store work or install apps required for learning
- backing up data securely
- ensuring the device has appropriate virus protection
- keeping their device updated to the latest compatible operating system
- keeping their school apps updated
- carrying their device in an appropriate protective case at all times
- keeping their device on silent during class times - except for approved learning purposes
- only accessing content (apps, songs, movies, websites, etc.) that is approved by a teacher
- only taking photos and recording sound or video when it is approved by a teacher
- only taking photos and recording sound or video of others when it is approved by a teacher
- only communicating using the device as part of approved learning purposes
- using devices for educational purposes only as instructed by their teacher or teachers

School Owned Devices

Ownership

- The school retains ownership of the device.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.

Damage or loss of equipment

- Negligence, abuse or malicious damage caused to a school-owned device will be dealt with as stipulated in existing processes for damage to school or another student's property apply.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.

User responsibilities

Students are responsible for:

- ensuring the device is charged
- backing up data securely
- signing in and out of accounts on shared devices to maintain privacy and security
- protecting their passwords and credentials
- informing an appropriate staff member if any apps or the device operating system require updating
- carrying the device in a safe manner i.e. one device at a time with two hands on the device at all times when moving around the school
- keeping the device on a raised surface i.e. not left on the ground
- adhering to this Acceptable Use Agreement when using the device, 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 behaviour (Please keep at home)

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

(write or draw...)

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

(write or draw...)

When I use digital technologies 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"/>

_____	_____	_____	_____	_____
<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 continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

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