



DONVALE PRIMARY SCHOOL

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal 03 9842 3373

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 BYOID program
- (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 Donvale 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 also follow our school's Acceptable Use Policy.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Donvale 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.

Example School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Example School

Donvale Primary School operates a Bring Your Own iPad Device (BYOiD) program. Classes at our school are delivered with the use of iPads/notebook computers/interactive whiteboards.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Donvale Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

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

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 64 GB of storage
- operates on OS version 12 or later

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and carers who would like more information or assistance regarding our BYOiD program are encouraged to contact the Principal 03 9842 3373.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Donvale PS 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 Donvale Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including [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 the classroom teacher and/or Principal / Assistant Principal immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Donvale Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Donvale 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
- Via Parent Portal Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	School Council / Staff 18 th October 2022 Parent Community via newsletter / parent portal Compass 6 th October 2022
Approved by	Principal and School Council
Next scheduled review date	2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT



DONVALE PRIMARY SCHOOL

1:1 iPad Program – Acceptable Use Agreement 2022

This policy applies to students in years 3, 4, 5 & 6 who have an iPad for school use, is in addition to the Donvale Primary School's Acceptable use of Technology Policy and applies for the term of the student's enrolment at Donvale Primary School.

INTRODUCTION

The focus of the Student iPad Program at Donvale Primary School is to provide students with the tools that prepare them for a technologically immersed world. Integrating iPads effectively in the curricula is essential for increasing student learning outcomes, active engagement, motivation, and self-initiated learning.

Privacy, Copyright, User Rights

Parents / carers must certify that all content stored on the device is compliant with copyright law and regulations. All content including but not limited to files, photos, videos and music must remain appropriate, as deemed by the School, at all times. The School retains the right to review the content of any device registered under this agreement.

Setup and use at school

Students will be accessing Internet through the School network. The School constantly monitors and filters internet usage, using the Catholic Education WA filtering system. The School may block student access to the School network. While at school, the iPad is a learning tool and educational device, not an entertainment device. Therefore, it is to be used for learning, not entertainment. Games and other entertainment apps are not to be used during school times. There may be times when staff need to check the condition of the iPad and ensure that all iPad content is appropriate.

The school stipulates that WIFI only devices (no cellular SIM card 3G or 4G) be used by students to prevent any unfiltered browsing from occurring at school.

Security and Damage

Students will be responsible for their own device and protective cases must remain on the iPad. Teachers will direct students to appropriate storage locations for their devices when they are not being used. Parents / carers must ensure that the iPad is used and stored appropriately when not at school. **If the iPad is broken or damaged, Parents need to ensure that it is repaired or replaced in a timely manner to ensure no disruption to learning and educational opportunities in the classroom.**

(Preferably within one week). If the screen is cracked or broken in any way, the device cannot be used at school.

Student Responsibilities:

The use of the iPad at school is a privilege. Inappropriate or unauthorised use of the device at school may result in this privilege being removed.

The student must:

- ✓ bring the iPad to school each day fully charged.
- ✓ ensure the device has the memory space available to attend to the required learning tasks in the class.
- ✓ not share passwords or private information with anyone else.
- ✓ follow all rules as stated in the Donvale Primary School's Acceptable use of Technology Policy.
- ✓ only use the device in the classroom as instructed and when allowed by the classroom teacher.
- ✓ only take photos and record sound or video when it is part of a class lesson as directed by their teacher.
- ✓ seek permission from individuals involved before publishing or transmitting photos, sound or video to others or online.
- ✓ enable a passcode on their iPads and not share their passcode with other students, but parents / carers must know the passcode.

Family Responsibilities:

- ✓ It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home.
- ✓ Parents / carers should notify the classroom teacher if their child is unable to bring the iPad to school.
- ✓ Parents / carers are responsible for monitoring their child's use of the iPad/internet at home. A family discussion/agreement is recommended.
- ✓ Parents / carers are required to check the content of their child's iPad on a regular basis to ensure that all content is appropriate.
- ✓ An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/carers are responsible for the Apple ID used with the iPad and what content is downloaded. Parents / carers are also responsible for installing all updates on the iPad.
- ✓ Parents / carers acknowledge students breaching these guidelines will be subject to appropriate consequences.

We have read, understand, and agree to follow all responsibilities as outlined above.

Student Name: _____ Parent / Carer Name: _____

Student Signature: _____ Parent / Carer Signature: _____

Class: _____ Date: _____