



PARK ORCHARDS PRIMARY SCHOOL

Digital Learning Policy

(Internet, Social media and Digital Devices)

This template was updated in September 2020 to add hyperlinks and information relating to the new Social Media Use to Support Student Learning Policy released in August 2020.

PURPOSE

To ensure that all students and members of Park Orchards Primary School (P.O.P.S) 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 iPad device program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and iPads)
- (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

SCOPE

This policy applies to all students and staff at P.O.P.S.

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:

- P.O.P.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 TECHNOLOGY AT OUR SCHOOL

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

P.O.P.S understand that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

P.O.P.S believe 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.

IPADS AT POPS

Classes at P.O.P.S are delivered with the use of iPads. Students must bring a charged iPad to school each day to be used during class time for different learning activities.

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

STUDENTS WHO BRING THEIR OWN IPAD TO SCHOOL MUST:

- remember to bring my **iPad fully charged** at the beginning of each school day
- accept responsibility for my iPad and **will not leave it unattended before or after school**. They will take the iPad to their **classroom immediately when the bell rings**. If walking to or from school, they will keep the iPad in their bag. Their iPad should **not to be out of their school bag** in the school grounds at any time **except under teacher direction**
- have a **protective case** for my iPad and will transport it to and from school in a **sturdy bag (padded school bag/backpack only) as deemed appropriate by the school**
- **keep the iPad in its case** when transporting it around the school. When walking, students will always hold the iPad with two hands and handle carefully
- **keep food and drinks away** from the iPad at school
- **immediately report any accidents or breakages** to their parents and teachers
- not use their iPad in the yard before or after school or at playtimes (including OSHC)

CONTENT

- only use their iPad outside of the classroom when they have been given permission by my teacher
- download any required apps (free and paid) at home. The school will not be responsible for the management of digital purchasing store accounts. An official document will be provided to parents outlining apps that are expected to be downloaded
- only install apps that are suitable for a Foundation student to view. Teachers, in consultation with the Principal may remove any apps deemed inappropriate for school

- use the iPad only to **support their school learning program**
- put a picture of them on the home screen
- permit teachers and parents to **perform checks** to monitor that they have not installed illegal/unsuitable software and applications and content and to check the websites that they visit.
- understand there will be consequences for inappropriate use of their iPad
- not take pictures of anyone without their and the teacher's permission
- not publish pictures or videos of **ANYONE** on the Internet
- not use their iPads for games, FaceTime etc unless approved by their teacher or parents

SAFETY AND SECURITY

- **only go to websites at school** that support their learning activities
- be **cybersafe** and **cybersmart** when using the Internet
- use the iPad lawfully and in accordance with the **Acceptable Use Agreement** guidelines regarding the **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data
- For security reasons, **not to share account names and passwords** with anyone unless requested by staff or technicians for servicing/security

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

Students, parents and carers who would like more information or assistance regarding our BYOD iPad program are encouraged to contact the learning technologies coordinator or the assistant principal, 9876 1249.

GOOGLE SUITE FOR EDUCATION

The Department of Education and Training (DET) and POPS are using online learning services to support learning and teaching.

What information needs to be collected?

- Name, year level, home group and school
- Student's Department username and password
- Location information and preferred language.

Why is the information needed?

- To control access to the online services
- To prevent unauthorised access to student's work.

When could this information needs be accessed by others?

- By support staff to fix issues
- Where required by law
- Never for advertising or marketing purposes.

What are the benefits of this service for students?

- teaches students to be 'digital citizens' through the use of an online system
- provides access to digital tools for a range of classroom activities
- allows students to actively collaborate with their class on schoolwork
- provides digital whiteboard capability in group discussions
- enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones)
- helps students to build working relationships with each other
- promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education
- Students have the ability to store and share any schoolwork related content on the platform.

Example information students can safely put online?

- Class presentation
- Conversations about classwork/assignments
- School related contact details
- Class related media
- Whiteboard notes.

Example of information students should always be cautious of putting online

- Personal mobile or home phone number
- Personal photographs and video clips unrelated to schoolwork
- Other student's private information
- Health information
- Bank details
- Home address
- Information on racial or ethnic origin
- Religious beliefs or other opinions.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At POPS, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At POPS, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom

- 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 promoting safe, responsible and discerning use of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technology

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 consented to acknowledge they have read the POPS Digital Technologies 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 as appropriate, 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.

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 POPS *Learning Community Statement*, *Student Wellbeing and Engagement* policy, and *Bullying and Harassment 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), POPS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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 and Harassment Prevention* policies.

REVIEW CYCLE

- This policy was last reviewed on Aug 2019 and is scheduled for review in Aug 2022

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STUDENT ACCEPTABLE USE AGREEMENT

At Park Orchards Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected student behaviour
- 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;
 - See: [Duty of Care and Supervision](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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;
 - [Bullystoppers Parent Interactive Learning Modules](#)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](#)
(<https://www.esafety.gov.au/education-resources/iparent>)

YEARS 2-4 ACCEPTABLE USE AGREEMENT

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 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, 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, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

POPS student declaration to be a polite, safe, responsible and ethical user of digital technologies

1. I will use this knowledge at school and everywhere I use digital technologies
2. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
3. I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.

YEARS 5-6 ACCEPTABLE USE AGREEMENT

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not accessing media that falls outside the School's policies;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Nor attempting to log into the network with a username or password of another student.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson

POPS student declaration to be a polite, safe, responsible and ethical user of digital technologies

1. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.
2. I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.