



DIGITAL LEARNING POLICY



Help for non-English speakers

If you require help to understand the information in this policy, please contact Greythorn Primary School – 03 9857 9762.

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
- (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 Greythorn 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:

- Greythorn 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’ needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Greythorn 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.

Personal Devices at Example School

Greythorn Primary School operates a Bring Your Own Device (BYOD) program in Years 3 - 6. Classes at our school are delivered with the use of iPads and notebook computers.

Parents/carers are invited to purchase a device for their child to bring to school from Year 3. Greythorn Primary School has made special arrangements with JB Hifi who offer discounted prices for the lease or purchase of devices for our students.

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 10GB of storage
- operates on OS version 9 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 BYOD program are encouraged to contact the Assistant Principal.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Greythorn 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 Greythorn 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 Safer Internet Day
- 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 and through the school website.

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 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 Greythorn Primary School's *Statement of Values, Student Wellbeing and Engagement policy, Acceptable Use of Technologies* 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), Greythorn 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
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 3, 2022
Consultation	Education Sub Committee – Term 3, 2022
Approved by	Principal and School Council
Next scheduled review date	2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Greythorn Primary School provides information to parents and students about the school's Technology programs and practices. This Acceptable Use of Technologies agreement describes expected behaviours for using technologies, as well as information to assist parents to support their child's safe internet use at home.

School profile statement

At Greythorn 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.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies, including through our eSmart program
<https://www.esmartschools.org.au/Pages/WhatisaneSmartschool.aspx>.
- 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. These include reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service via the Victorian Department of Education 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. We provide this Acceptable Use Agreement and current information from both the Department of Education and Training and the Office of the Children's eSafety Commissioner:
- [Bullystoppers Interactive Learning Modules - parents](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx>
- [eSafety guide for parents](https://esafety.gov.au/)
<https://esafety.gov.au/>
- encourage parents to regularly discuss the information that follows with their children
- use online services to communicate between parents/guardians and the school (e.g. Compass)

Privacy & Information:

Our school values the privacy of every individual and is committed to protecting all personal information we collect. In Victoria, the primary law that outlines privacy requirements is the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic). This law sets out what the school must do when it collects, uses, handles and destroys personal information.

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx#link6>

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
- working to stop bullying by not sending mean or bullying messages or passing them on to others
- not interfering with network security, the data of another user or attempting to log into the network with a user name or password of another student
- 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 that I will:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join online spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means that I will:

- 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
- not deliberately search for something 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
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet

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

Acknowledgment

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 during home learning. It includes (but is not limited to):

- school owned ICT devices (e.g. desktops, laptops, iPads, printers)
- student owned devices
- email and instant messaging
- Google Apps For Education
- Seesaw
- DET online tools, including Connect/Fuse
- social networking sites
- video and photo sharing websites
- blogs
- forums, discussion boards and groups
- podcasts
- video conferences and web conferences, (for example Webex)
- online services the school uses for communication (e.g. Compass, newsletters)

Parents are advised that Greythorn Primary School is required under DET policy to obtain valid consent from parents for a range of activities we undertake with students (e.g. excursions). Our school uses online services, such as Compass, to provide an easy way for parents to provide, and the school to obtain, consent for these activities through the use of an electronic signature; for example a 'tick box'.

Parents are advised that Google Apps For Education (years 3-6) and Seesaw (years F-2) are only to be used for school related purposes.

Where an electronic signature is used through an online service to give parental consent, parents will represent that their consent is valid. We are aware that children sometimes access their parents' personal devices. Please appreciate that for us to satisfy our legal obligations, we will rely upon an electronic signature as providing valid parental consent.

If you are unsure whether your Compass password is secure, please change your password. If you have concerns that your account is being used to provide consent without your permission, please contact the school.

The school will not disclose personal and sensitive information for non-school purposes or without parental/guardian consent.

During Home Learning students will be communicating using the following software:

- 3-6 Google Apps For Education – learning management system
- F-2 Seesaw – learning management system
- Webex – Victorian Department of Education hosted for secure videoconferencing to allow teachers to provide virtual classrooms and learning each day for students
- Compass – all school communication

This section is for students and parents to write down their own ideas about safe and responsible use of technologies.

My ideas on safe and responsible behaviour

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...)

Student Agreement

(Parent)

acknowledges the commitment of

(Student)

**to being a polite, safe, responsible and ethical 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.

Student's signature _____ Parent's signature _____

Date _____

