



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



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 52214047.

## 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
- (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 South Geelong 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:

- South Geelong 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.

South Geelong 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 South Geelong Primary School**

South Geelong Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. South Geelong Primary School has made special arrangements with JB-HIFI who offer discounted prices for the lease or purchase of devices for our students. South Geelong Primary School can refer parents who require financial support 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 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
- Has a protective case
- Has at least 32 GB of storage
- Operates on OS version 14 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 school office.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At South Geelong 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 South Geelong 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 Cyber Safety Program
- 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 Wellbeing and 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, or school leadership 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 South Geelong 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), South Geelong 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
- Included in online staff manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration by request

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2024
Consultation	School Council- August 28th Meeting 6
Approved by	Principal
Next scheduled review date	August 2026

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### YEARS 3-6

# South Geelong Primary School



## 1-1 iPad Program

### Acceptable Use Agreement (AUA)

#### Rationale

South Geelong Primary School supports the belief that through Information and Communication Technologies we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discriminating, effective and creative manner.

Our 1-1 iPad Program is for our students where they have signed the ICT AUA's and have a personal iPad. This agreement is for the duration of the iPads 1-1 Program.

This document forms an addendum to the existing Multiple Permission Form which was signed by all families from Years Foundation - 6.

#### iPad General Use

- The iPad is supplied for the predominate use by the student. They are responsible for all information and content on the device which needs to fit within the AUA guidelines for ICT and the 1-1 program.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- They will not be taken outside without the direct permission of a teacher either during class time, recess or lunchtime.
- Teaching staff have the right to look at any application or file on the iPad at any time
- All iPads need to be charged overnight and be fully charged at the beginning of every day. The iPad battery will last a typical school day.
- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

#### APPS

SGPS uses a mobile device management (MDM) program called JAMF.

This iPad management program will simplify the process of downloading school approved apps and manages all IOS devices while on the school network. Once logged in to the school Network, school apps will be automatically installed. This process still requires an Apple ID login and password, so students/parents will need to approve the download. Parents are encouraged to create this Apple ID and store the account details (email address and password) in a safe place.

### **iPad Restrictions**

We strongly suggest that parents/carers use the restrictions features in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the Primary School age group for the different categories. **The passcode should not be known by the student.**

### **eSmart and The Cybersafety Project**

South Geelong Primary School is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and the The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program. Teachers will conduct activities from the program throughout the year.

The Cyber Safety Project is a school-based curriculum program helping students, teachers & parents build skills for successful and responsible digital life. Students, teachers and parents will have the opportunity to continue the work commenced in March through the Cyber Safety project web site <https://www.cybersafetyproject.com.au/> and check-ins at different points throughout the year.

### **13+ Software**

There are a number of applications and games which have a 13+ rating on the iTunes store and for general use. We strongly recommend that these are not to be on the iPad at any time.

### **Responsibility for iPad**

***It is the student's responsibility to ensure that the iPad is looked after. Like all personal items brought to school the school has no liability for damage or loss of any personal items bought to school.***

## 1-1 iPad Program Acceptable Use Agreement

### ***Student Section***

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

I have read with my parents the South Geelong Primary School 1-1 iPad Program Acceptable Use Agreement. I agree to follow the rules contained in the agreement.

I understand that failure to follow this AUA may result in me having my privilege suspended or revoked.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Parent/Guardian Section***

I have read the South Geelong Primary School 1-1 iPad Program Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this AUA may result in my child having any privilege suspended or revoked.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## WHOLE SCHOOL ACCEPTABLE USE AGREEMENT PERMISSION FORM

### 3. INTERNET AND EMAIL – ACCEPTABLE USE POLICY

Access to the internet and e-mail facilities is a privilege. Inappropriate use will result in a loss of that privilege. Please read and discuss these guidelines with your child.

- **Only school approved sites may be accessed.**
- **Netiquette** – Always send messages that are polite. When you are on-line you are representing South Geelong Primary School.
- **Privacy** – don't include any personal information like your full name, home address or phone numbers. Let your teacher know if any person is asking for personal information.
- **Copyright** – Respect other people's ownership of their work and do not copy it without permission.
- **Privacy of Others** – Do not access the files of other students or staff.
- **Internet use** – Do not use it at school without teacher supervision.

I have discussed these guidelines with my child.

Yes                  No

SIGNED \_\_\_\_\_ (PARENT/GUARDIAN)

DATE:    /    /

