



SUNBURY WEST
PRIMARY SCHOOL

Digital Learning Policy

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 digital literacy program in grade 5/6.
- (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

Scope:

This policy applies to all students at Sunbury West Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

Definitions:

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

Policy:

Vision for digital technology at our school

Sunbury West Primary School understands 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.

Sunbury West 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.

As an eSmart 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. Students, teachers and the wider community are equipped to embrace the best these technologies can offer, while being knowledgeable about the pitfalls.

School Owned Devices

The school currently provides the use of iPads, laptops and desktops computers for students to use at school.

Students will be permitted to use school owned devices 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 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.

User responsibilities

Students are responsible for:

- carrying the school device in a safe manner with an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and school,
- following the teacher instructions at all times when using school devices.
- using the school devices correctly and for educational purposes only.
- looking after the school devices to prevent any damage.
- asking for teacher permission before posting any work, comments, photos on the school website and classroom blogs.
- not posting and uploading any images of other students onto social media sites or messenger apps. This includes at home.
- informing their teacher immediately if an inappropriate site or image appears on their screen
- their Internet searches to be educational based and be related to the topic.
- Only accessing their class and personal folders when saving and opening work on the school server.

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

- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

iPads at Sunbury West Primary

At Sunbury West Primary school a 1-to-1 digital literacy program is run in grade 5 and 6, where families can provide an iPad for their child to bring to school each day.

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.

- If the iPad is a shared device at home, please ensure that only appropriate content is maintained. This includes websites, web browser history, downloads, videos, background images and photos.

Software and access

- A school wifi profile will be installed when the user agreement is returned and signed. This allows the students to log on to the school's wireless system that gives them access to the internet and server.
- 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 purchased.
- Parents are responsible for purchasing and installing new programs 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.
- The school will provide access to some software and subscriptions. This will include access to school Google accounts and Microsoft Subscription. The students will be assigned a Google account to allow them to log in and use important apps and programs during their learning. This is an educational account and there will be no email attached.

School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies eg. printers
- set up and management of school managed student accounts eg. Google, Microsoft 365
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, 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 does not have insurance to cover accidental damage to students' iPads. Please refer to the department policy <https://www.education.vic.gov.au/school/principals/spag/governance/Pages/personalgoods.aspx>
- 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. The school will ensure the student is not disadvantaged and provide access to a device for use at school.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection if applicable
- backing up data securely
- carrying their device in an appropriate protective case at all times
- Storing their iPad in the iPad Locker provided when not in use.
- adhering to this Acceptable Use Policy when using the device, at all times while at school.

iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- Parents/ Legal guardians will be asked at the onset of the program to purchase core educational apps from the iTunes Store. If further apps are required, families will be notified via notices. Students will not be asked to download any applications at school. These are to be completed at home.
- Parents may choose to use an existing iTunes account to allow access to previously purchased apps, music or other items. We strongly recommend that students do not know the username and password to the iTunes account so parents are in control of the material being downloaded.

13+ Apps

There are a number of applications which have a 13+ rating on the iTunes store, some of which the school deems inappropriate.

These apps include:

- Facebook
- Twitter
- Snap Chat
- Instagram

However, there are also some applications or services which the school deem appropriate and these will be supervised during school hours with parent permission. These apps include: Google Apps for Education (Drive, Docs, Sheets, Slides), Dropbox and Evernote. The students will be assigned a Google account to allow them to log in and use important apps and programs during their learning. This is an educational account and there will be no email attached. The list of unsuitable Apps and those the school wish to use will grow over time. Parents will be notified accordingly.

Sunbury West Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access school owned iPads or laptops for schoolwork.

Students, parents and carers who would like more information or assistance regarding our Grade 5/6 Digital Literacy program are encouraged to contact the school on 9740 8666.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Sunbury West Primary School, 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 Sunbury West Primary School, we:

- have a **Student Engagement and Wellbeing Policy and Behaviour Management Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- 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 including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service 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
- recognise the privacy of students, parents, staff and other users either individuals or groups must be respected at all times.
- 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
- 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
- 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 school policies that outline 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
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Student behavioural expectations

Safe and responsible behaviour – Prep to 2

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. This includes the class blog and the school website.
- 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. I don't send mean or bullying messages or pass them on to others
- 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 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/photos about myself or other students. This includes social media sites such as Facebook, Instagram etc.

When I use digital technologies and the internet **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
- do not delete any posts, emails and messages that offends you. It is important to share these with a teacher as they need to be aware to deal with inappropriate behaviour
- 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 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.

Safe and responsible behaviour – Grade 3 to Grade 6

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 writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; 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
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviour
- not deleting any posts, emails and messages that offend me. It is important to share these with a teacher as they need to be aware to deal with inappropriate behaviour
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me, as this is my digital footprint.
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the

network with a user name or password of another student.

In addition, when I use the school or personal iPads I agree to be a safe, responsible and ethical user at all times, by:

- not using the iPad before and after school. This includes to and from school and in the playground.
- turning all notifications off during school hours.
- Seeking permission from the teacher before using the iPad in class.
- only using the iPad in class for school based learning activities directed by the teacher.
- keeping devices and myself safe by following the Class iPromise.
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not using messaging apps to harass or distract other students from learning.
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces. This includes sites such as Facebook, Instagram etc.
- not using messaging apps during school hours.

When using digital technologies, students are expected to behave in a way that is consistent with Sunbury West Primary School's *Values, Student Wellbeing and Engagement* policy, *Behaviour Management* 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), Sunbury West Primary School 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 internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement, Behaviour Management* and *Bullying Prevention* policies.

Review Cycle

This policy was last updated on 11 December 2019 and is scheduled for review in December 2021. Ratified by School Council on 11 December 2019.

Acceptable Use Agreement

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.

I have read and discussed the issues raised in the school's ICT/Internet Acceptable Use Policy with my child. My child understands the requirements outlined in the safe and responsible behaviour section and the consequences of not following the policy:

(please tick)

I allow my child's identifiable image to be published on all school media, including online

| YES | NO |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

I allow my child's work to be published on all school media, including online

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

I allow the school to set up online accounts for my child for educational purposes. (eg. Google account, Microsoft 365, Maths online, Sunshine online)

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

Student Section (grade 1 to grade 6 students only)

Student Name: _____

Class: _____

I have read with my parents the Sunbury West Primary School ICT/Internet Acceptable Use Policy. I agree to follow the rules contained in the policy.

I understand that failure to follow this policy may result in me having my access to technology and the internet suspended for a period of time determined by my teacher and the School Principal.

Student Signature: _____

Date: _____

Parent/ Guardian Section

I have read the Sunbury West Primary School ICT/Internet Acceptable Use Policy. I give permission for my child to participate.

I understand that failure to follow this policy may result in my child having their access to technology and the internet suspended for a period of time determined by my child's teacher and the School Principal.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____