

## DIGITAL LEARNING (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 59786250

### 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

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:

- Pearcedale 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.

Pearcedale 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 Pearcedale Primary School**

Pearcedale Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads

Parents/carers are invited to purchase or lease a device for their child to bring to school. Pearcedale Primary School can make special arrangements to direct families to companies who may offer discounted prices for the lease or purchase of devices for our students. Pearcedale 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 8 GB of storage

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 Pearcedale 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 Pearcedale 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Pearcedale 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), Pearcedale 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
- 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	August 2022
Consultation	Policy Team, School Council and Staff
Approved by	Principal and School Council
Next scheduled review date	August 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

# Pearcedale Primary School BYOD iPad Acceptable Use Agreement

Please read together with your child participating in the BYOD program. This document outlines some important issues to be aware of when using your iPad at school. If you have any questions or concerns about the policies or procedures, please speak to your classroom teacher.

### iPad General Use

Students are responsible for all the information and content on the device and should adhere to the Pearcedale Primary Digital Technologies Acceptable Use Agreement. (Signed by students with their classroom teacher at the start of the year)

- The iPad must be used under the direction of teaching staff at all times.
- The iPad should come to school each day with sufficient charge for the day's activities.
- Teaching staff have the right to look at the iPad at any time to ensure appropriate use.

### iTunes

- An iTunes account is necessary to download apps.
- It is not necessary to use credit card details to create an iTunes account. We strongly recommend you do not store credit card details on the iPad.
- We highly recommend that the email connected to the iTunes password is the parent email address to track the usage and purchase of apps.

### iPad Restrictions

We strongly suggest that you familiarise yourself with the Restriction section within the Settings.  
Settings > Screen Time >

Privacy Restrictions  
App Limits  
Downtime

Parents can block inappropriate content, any website and manage screen time from their personal iPhone or iPad. The passcode should not be known by your child.

### Responsibility for the iPad

iPads are intended for supporting the learning environment. In addition to app use, email, calendars and network drives may be accessed using the iPad. They should be seen as an essential component for each student's classroom resources and we strongly encourage students to take responsibility for their own learning by bringing them to school every day.

### Using the iPad at school

- It is the individual responsibility of the student to look after their iPad. Like all personal items brought to school the school has no liability for damage or loss of any personal items
- Students should never use the camera or video recorder functions on the iPad to photograph, video or record anyone without permission
- Inappropriate media may not be used as a screensaver
- If an iPad is undergoing repair, a replacement school iPad will be used in the classroom if available.
- The iPad is not to be used outside during recess and lunchtime and will be kept in a locked and

secure classroom during these times.

- Students are to only use apps that are specified on the school list during school hours.
- Students are not to use their iPad during “free time”, wet/hot day timetable, recess or lunch or when they are unable to go to incursions or on excursions.
- All forms of Social Media will never be allowed during school hours. By law, all social media platforms require the user to be 13+.

Parents should be aware that is against the law to allow children to use social media apps under the age of 13

If this Policy is violated while using the iPad device, privileges may be terminated, access to the school technology resources may be denied, and the appropriate disciplinary action shall be applied.

### **Technical Issues, Damage and Loss**

As with all electronic equipment, iPad’s are subject to technical issues, (crashes, software errors) damage (accidental or otherwise) and loss/theft. It is critical that care must be taken at all times to avoid any damage or loss that falls outside the warranty. It is recommended to take out some form of insurance with the iPad as it is not covered by Pearcedale Primary School or the Department of Education’s insurance.

### **Damage to Equipment**

Where it is determined that the damage was caused by another student whilst on the school property, the cost of repair/ replacement will be sought from that student in accordance with school rules.

### **Lost or Stolen Equipment.**

If any equipment is lost/stolen, it should be immediately reported to the classroom teacher. The circumstances of each situation involving lost/stolen equipment will be investigated individually and assistance provided in locating the device. Where it is suspected a theft has taken place at school, the matter will be investigated and dealt with accordingly by the classroom teachers (and management if required). If it is suspected that a theft has taken place outside of school, the Parent/Guardian will be required to report the theft to the Police and assist with investigations.

The school strongly recommends that parents investigate the possibility of including the iPad in their Home and Contents Insurance Policy.

### **iPad support**

While the iPad is user friendly, there will be times when you might require assistance. PPS have put a number of support systems in place to ensure students have access to assistance when required.

### **Questions or Concerns within the Classroom**

Aleesha Wood, Brooke Bazley, Lukas Brockley, Brooke Moffatt, Michelle Shreeve, Ben Wilkinson, Katie Gates, Rohan Bleeker, Nathan Martin, Kara Myers & Tayla Derek.

### **Support outside of school**

Apple support - Internet - [www.apple.com.au/support/ipad](http://www.apple.com.au/support/ipad)

Phone - 1300 321 456 The Office of the E-Safety Commissioner - <https://esafety.gov.au/iparent>

## **Pearcedale Primary School**

BYOD iPad Acceptable Use Agreement must be signed before the student takes part in the BYOD program.

Student Name:

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

With my parents, I have read the Pearcedale Primary School BYOD iPad Acceptable Use Agreement. I agree to follow the rules outlined in the agreement.

I understand that failure to do this may result in me having my privilege suspended or taken away.

Student Signature:

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

**Parent/Guardian**

I have read the Pearcedale Primary School BYOD iPad Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to do this may result in my child having their privilege suspended or taken away.

Parent/Guardian Name:

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

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

**Teacher Section**

I have witnessed the signing of the Pearcedale Primary School BYOD iPad Acceptable Use Agreement with student and parent

Teacher Name \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_