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 Cheltenham Primary on **03 8585 3200** or cheltenham.ps@education.vic.gov.au

Purpose

To ensure that all students and members of our school community understand:

a. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

b. 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

c. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

d. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology

e. our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Cheltenham 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:

- Cheltenham 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.

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.

Cheltenham 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 interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to achieve their personal best and fully equip them to contribute positively to society as happy, ethical and responsible citizens.

Personal Devices at Cheltenham Primary School
Cheltenham 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 a device for their child to bring to school.

Cheltenham Primary School has partnered with JB HiFi where families can purchase the specified device through a purchasing portal annually and receive ongoing support for the device. A copy of the BYOD Acceptable Agreement must be signed prior to the commencement of the BYOD program/at the commencement of each year when participating in the program. All BYOD program information can be found on the school website.

Cheltenham Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for school learning.

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 64 GB of storage
- operates on OS version 10 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 via:
cheltenham.ps@education.vic.gov.au

Safe and appropriate use of digital technologies
Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Cheltenham 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 Cheltenham Primary School, we:
- use online sites and digital tools that support students' learning, and focus our use of digital technologies as 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 learning
- 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 eSmart
- 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 learning
- 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/Compass 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 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.

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 Cheltenham 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), Cheltenham 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 internet access privileges
- removal of email 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 as an annual reference in the school newsletter
- Made available in hard copy from school administration upon request

Policy review and approval

Policy last reviewed	July 2022
Consultation	Staff June 2022 Student Representative Council June 2022 Parents and Caregivers June 2022 School Council June 2022
Approved By	Principal
Next scheduled review date	July 2024

APPENDIX A: ACCEPTABLE USE AGREEMENT

Cheltenham Primary School

iPad Acceptable Use Agreement

I will
1. Follow all teacher directions including when to use the device.
2. Only access information related to the learning task.
3. Have my device sufficiently charged at the start of every school day. Power cords must be left at home.
4. Have the volume of devices muted at the beginning of each lesson.
5. Inform the teacher or others when using the camera and audio recording functions.
6. Ensure that my device is password locked.
7. Seek my teacher's permission before sending any form of electronic messaging in class.
8. Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
9. Only use my personal device myself, hence, I won't loan my device to another student.
10. Transport and store my device in a safe and secure manner when it's not in use, ensuring my iPad's in a sturdy and robust cover at all times.
11. Keep my device in my classroom filing cabinet unless participating in a supervised learning activity on school grounds.
12. Understand that if my behaviour is not appropriate, my device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer.
13. Understand that Google Drive is a shared environment. Only upload files that can be viewed by others and are related to school work.
14. Be bound by all conditions in the Cheltenham Primary School Acceptable Use Agreement and Digital Teaching and Learning Policy
15. Only use the school WiFi when accessing the internet at school. This includes:
    - Disabling Virtual Private Networks (VPNs) while at school
    - Not connecting through mobile phone hotspots or via sim cards within the iPad.

I understand that:
1. When using the device at home, Cheltenham Primary School recommends that students only use the device for up to one hour per night and in a public area of the house (e.g. no screens in the bedrooms).
2. Cheltenham Primary School has recommended that students take out insurance on their iPad. The school takes no responsibility for lost, stolen or damaged iPad devices and/or accessories. Any damage or loss will be the sole responsibility of the parent.
3. Any violation of the previously mentioned regulations is unethical. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated. Please sign & hand back by the 14th of December.

Student	Parent or Guardian
User's Name: _____ User's Signature: _____ Date: _____	**As the parent or guardian of this student, I understand that network access is extended to my child for educational purposes.** Parent or Guardian's Name (please print): _____ Parent or Guardian's Signature: _____ Date: _____