Digital Learning and Teaching Policy

Rationale:

Cheltenham Primary School believes that digital technologies and the Internet are essential for modern learning. 21st century students spend increasing amounts of time online, learning and collaborating. Cheltenham Primary recognises the need for students to be safe, responsible and ethical users of digital technologies. The purpose of this policy is to provide a framework around how Cheltenham Primary School uses digital technologies for teaching and learning, behavioural expectations and parent responsibilities.

For the purpose of this policy, Information and Communication Technology (ICT) is defined as any technology (hardware and software), which may be (but is not limited to) desktop computers (including software and peripherals), laptop notebooks (including software and peripherals), iPads, iPods, digital cameras, interactive whiteboards, data projectors, photocopiers and scanners.

This Digital Learning and Teaching policy includes our policies on Internet usage, digital learning behaviours, cyber safety, bring your own device (BYOD), social networking and mobile phone usage by students. It also includes an inappropriate behaviour/consequences guide.

Aim:

ICT is used to provide students with the tools to transform their learning and enrich their learning environment. At Cheltenham Primary School, we aim to:

- enhance all curriculum areas by providing access to or developing programs that provide access to current, appropriate and educational technology
- introduce students to ways of using digital technologies safely and responsibly and to explore their potential as a tool for learning
- develop teacher competency when using ICT as a teaching and learning tool
- provide all students with opportunities to access digital technologies
- educate our community (students, staff, parents and carers) in the smart, safe and responsible use of ICT.

Staff are to implement teaching and learning programs from Foundation to Year 6 that recognise the importance of teaching key skills associated with ICT, as identified in the Cheltenham Primary School ICT Scope and Sequence, which was developed in line with the AusVELS curriculum.

Further Materials:

- Appendix A: Digital Learning Behaviours Policy
- Appendix B: Internet Usage Policy
- Appendix C: Cyber Safety Policy
- Appendix D: Bring Your Own Device (BYOD) Policy
- Appendix E: Social Networking Policy
- Appendix F: Student Mobile Phone Usage Policy
- Appendix G: Inappropriate Behaviour/Consequence Guide

Evaluation:

This policy will be reviewed as part of the school's review cycle or on a needs basis

Appendix A: Digital Learning Behaviours Policy

Rationale:
Cheltenham Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours and respectfully using equipment is essential, and is best taught in partnership with parents/carers. We request that parents/carers work with us to encourage this behaviour at home. The risks associated with accessing the Internet can be minimised by appropriate supervision, the use of content filters, education and behaviour management.

This policy outlines appropriate behaviours and expectations when using ICT, which students are expected to follow. This applies when students are using ICT at school, at home and during school excursions, camps and extra-curricular activities.

Aims:
- To provide expectations for our school community (parents, carers, students and staff) around the use of ICT, to ensure it is used in a safe and respectful manner.
- To ensure that ICT is properly used and that the risks associated with its use are minimised.
- To provide parents/carers with an understanding on behavioural expectations of the students when it comes to using ICT.
- For the students to have a clear understanding on how to appropriately use ICT.

Implementation:
All students and parents/carers are required to read through and discuss this policy together, at the beginning of each school year.

For students:
When I use digital technologies I agree to be a safe, responsible and respectful (ethical) user at all times, by:
- Communicating with others in a supportive manner. This means never writing or participating in harmful, inappropriate or hurtful online behaviours.
- Not giving out personal details, including my full name, telephone number, address, passwords and images (protecting my privacy).
- Never posting or forwarding others' personal details without their consent (protecting the privacy of others). Please note: students are not allowed to request teachers as 'friends' on social media.
- 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.
- Talking to a teacher or adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online as it is my digital footprint.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Ensuring that I meet the stated terms and conditions by completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another person.
- Not bringing to school or downloading unauthorised programs, including games, apps and music, without teacher approval.
- Abiding by copyright and other regulations. If necessary, I will request permission to use images, text, audio and video and cite references.

For parents:

- It is your responsibility to monitor your child's use of all technology at home including the use of all social network sites. Cheltenham Primary School acknowledges that you must be 13 years or older to be eligible to sign up for a Facebook and/or Instagram and/or Musical.ly account.
- Read through this policy at the beginning of each school year with your child and discuss the key points.
- Understand that whilst Cheltenham Primary School staff will make every effort to ensure safe access and acceptable use is made of the Internet, they cannot be held responsible for material accessed via the Internet by your child.
- Understand and agree that if your child does not follow this policy, his/her access to the Internet and/or the school network will be stopped for an appropriate period of time. Please see Appendix G for further information.

Evaluation:

This policy will be reviewed as part of the school's review cycle or on a needs basis.

Appendix B: Internet Usage Policy

Rationale:
Cheltenham Primary School uses the internet as a teaching and learning tool. We see the internet as a valuable resource and acknowledge it must be used responsibly. It provides opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world wide so as to increase skill, knowledge and abilities.

Aim:
- To increase student learning outcomes by increasing access to worldwide information.
- To develop skills in conscientious and appropriate internet usage.

Implementation:
- CPS uses an ISP which has appropriate safety protocols and approved filtering product.
- CPS takes all reasonable steps to ensure unacceptable and/or inappropriate material cannot be accessed but acknowledge that full protection from inappropriate content can never be guaranteed.
- We provide a Digital Learning Behaviour Policy (Appendix A) which details acceptable online behaviours, disciplinary measures should the guidelines be breached and encourages co-operative responsibility for online behaviour between students, parents/carers and the school.
- All staff implement a cyber-safety program from Foundation to Year 6, educating our students to be safe and responsible users of ICT.
- CPS supports parents/carers to understand the importance of safe and responsible use of ICT, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Staff supervise students when using ICT for educational purposes.
- Staff respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- All students are responsible for notifying their teacher or a member of staff of any inappropriate material so that access can be restricted/blocked.
- Parents/carers should monitor their child's internet usage outside of school hours and consider how they might support safe and responsible behaviour online at home.
- Privacy of students, parents, carers, staff and other users must be respected at all times. When identifying students, only the student's first name and last initial will be used.

School support material:
- Acceptable Use Policy DEECD ICT
  http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm
- Digital Learning Behaviours Policy (Appendix A)
- Cyber Safety Policy (Appendix C)
- Bring Your Own Device Policy (Appendix D)
- Social Networking Policy (Appendix E)

Evaluation:
This policy will be reviewed as part of the school's review cycle or on a needs basis.

Appendix C: Cyber Safety Policy

Definition:
A person is bullied when one or more other people expose them regularly and over time to negative or harmful actions. Cyber bullying involves the use of ICT to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others. The bully/bullies may deliberately intend to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. People who use the internet, email, intranet, phones, devices or similar social media or technologies to bully others are cyber bullies.

Rationale:
The school will provide a positive culture where cyber bullying is not accepted. All students will have the right of respect from others, the right to learn and a right to feel safe and secure in their school environment. Cyber bullying will not be tolerated at any level and consequences exist for students who choose to bully others. This policy was written in conjunction with the Cheltenham Primary School Anti Bullying Policy.

Aims:
- To educate the school community as to what cyber bullying is, and that it is unacceptable.
- To alert the school community for signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of cyber bullying are followed up appropriately and that support is given to all individuals involved.
- To seek parental and peer group support and cooperation at all times.

Implementation:
- Parents/carers, teachers, students and the community will be aware of the school's policy and processes related to cyber bullying and will share the responsibility for ensuring they are implemented successfully. The Student Engagement Policy will support the prevention and response to bullying behaviours within the school.
- The school will adopt a four phase approach to cyber bullying:

A. Primary Prevention:
- All students will be made aware of the need to uphold and adhere to the Code of Conduct and The Rights and Responsibilities as detailed in the Student Values Book and the values listed in the School Strategic plan, which will be addressed and displayed in each classroom every year.
- Ongoing professional development for staff relating to bullying, harassment and proactive counter bullying programs such as Bully Stoppers and Friends For Life.
- Restorative Practices including circle time will be used to assist students to solve minor issues.
- Community awareness and input relating to cyber bullying, its characteristics and the school's programs and response through newsletter articles and the Internet.
- The provision of programs which promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- 'You Can Do It Education' program implemented across the school.
- 'Friends for Life' implemented at Year 1,2,4 and 6 Levels.
- Each classroom teacher to clarify at the start of each year the school policy on cyber bullying.
- The curriculum to include anti-bullying messages and strategies e.g.: 'The Friendly Schools' and 'Bullystoppers' programs.
- Student Representative Council, peer support delegates, staff and students to promote the philosophy of 'No Put Downs'.
- Students will be provided with the opportunity to undertake assertiveness training, where they can plan and practise responses to unacceptable behaviour and be encouraged to speak for themselves when minor issues arise.
- Year 5 students will be trained annually to assist all students to deal with minor issues of conflict and disagreement as Peer Mediators.

- Electives and structured activities will be made available to students at recess and lunch breaks that promote cooperative play and respect for others such as sport house competitions.
- The Digital Learning Behaviours Policy will be read by all Foundation to Year 6 students and parents/carers at the commencement of each school year.
- All classes will receive eSmart cyber safety lessons regularly and in an ongoing capacity as developed by the Australian Communication and Media Authority.

B. Early Intervention:
- Promote children and staff to report cyber bullying incidents involving themselves or others.
- Classroom teachers and principal on a regular basis to remind students and staff to report incidents of cyber bullying.
- Parents are encouraged to contact the school if they become aware of a problem.
- A designated safe and quiet place for children to access at recess and lunch times will be provided after consultation with parents.
- Public recognition and reward for positive behaviour and resolution of problems at assemblies and in classrooms.
- The School Welfare Coordinator will be informed of all incidents.
- The School Welfare Coordinator will be responsible for the ongoing monitoring of the situation.

C. Intervention:
- Once identified as a cyber bullying situation all concerned will be spoken with, and all incidents or allegations of cyber bullying will be fully investigated and documented.
- Any allegations will be followed up.
- Counselling and support will be offered to all concerned.
- If student cyber bullying is identified, both sets of/all parents will be contacted and consequences implemented consistent with the school's Student Code of Conduct. The School Welfare Coordinator will provide parents with official DEECD flyers and information on Bullying.
- The Student Welfare Coordinator will make all parties (students, teachers and parents) who are privy to information in relation to cyber bullying incidents aware of the requirement to remain confidential at all times.

D. Post Event
Consequences for students will be individually based and may involve:
- Monitoring behaviour in the class and yard.
- Exclusion from class.
- Exclusion from yard.
- Withdrawal of privileges.
- Ongoing counselling from an appropriate agency or the Student Support Service Officer.
- School suspension.
At a school level there will be ongoing monitoring of the behaviour of individuals involved in cyber bullying behaviour, which may include a behaviour management plan which should include rewards for positive behaviour.

Resources:
- Safe Schools are Effective Schools DEECD (2006)
- National Centre Against Bullying
- http://www.ncab.org.au/
- Bullystoppers Make a stand Lend a hand
  http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx
- *Restorative Practices and Bullying* – David Vinegrad & Margaret Thorsb

Evaluation:
This policy will be reviewed as part of the school's review cycle or on a needs basis

Appendix D: Bring Your Own Device (BYOD) Policy

Rationale:
The focus of the Bring Your Own Device (BYOD) program at Cheltenham Primary School is to provide the opportunity for our 21st Century learners to have 1:1 access to a device. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century learners is the iPad. The individual use of the iPad is a way to empower students to maximize their full potential and to prepare them for further studies and the workplace. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Cheltenham Primary School, including any other device considered by the administration to come under this policy.

For the purposes of this policy, the term 'devices' refers to the use of the Apple (tablet) range of products (iPad, iPad Air and iPad Mini). The school has chosen to only allow Apple iPad tablets as part of the Bring Your Own Device (BYOD) program as this will ensure consistency and manageability.

Aim:
- To implement a range of innovations that explore the latest in educational technology and provide the opportunity for learning at anytime, anywhere.
- To provide students with opportunities to engage and increase their 21st Century learning skills in creating, collaborating, critical thinking and communication.

Implementation:
- Classes involved in the BYOD program are Year 5 and Year 6 classes.
- Students are invited to bring their iPad to school. It is not mandated. Currently, this device must be an iPad. Personal notebook computers, tablets or smartphones are not suitable devices for use at Cheltenham Primary School.
- In accordance with equal opportunity principles and non-discriminatory practices, every child will have equitable access to a device.
- All students and a parent/carer are required to read and understand the Digital Learning Behaviours Policy at the commencement of each school year. This governs the requirements and expectations under which students use the school desktop computers, laptops, iPads, iPods and access the network and internet. This is a standard expectation, not only from Cheltenham Primary School but also the Department of Education and Early Childhood Development (DEECD).
- 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).

Responsibilities -

The Role of the Student:
All students participating in the BYOD program are expected to follow these guidelines. Failure to do so may result in a consequence. Please see Appendix G for further information.

- Follow all teacher directions including when to use the device.
- Only access information and/or apps related to the learning task.
- Have your device sufficiently charged at the start of every school day. Power cords must be left at home.
- Have the volume of devices muted at the beginning of each lesson.
- Inform the teacher or others when using the camera and audio recording functions.
- Ensure that your device is password locked. Your teacher will need to have a copy of your passcode and if you change it at any time, you will need to let your teacher know.

- Seek your teacher's permission before sending any form of electronic messaging in class.
- Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
- Transport and store your device in a safe and secure manner when it's not in use, ensuring iPads are in a sturdy and robust cover at all times.
- Keep your device in your classroom filing cabinet unless participating in a supervised learning activity on school grounds.
- Only use the school WiFi when accessing the internet at school. All sim cards on 3G devices must be removed prior to entering school grounds.
- Understand that if your behaviour is not appropriate, your device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer. See Appendix G for further information.
- Be bound by all conditions in the Cheltenham Primary School Digital Learning Behaviours (Appendix A).

The Role of the Parents/Carers:
Parents/Carers are required to take shared responsibility with the school for conveying the importance of the policy guidelines in this document to their children. They are also required to monitor their child's use of their iPad at home, including access to social media, communication and information resources. Parents/carers are encouraged to make time to set guidelines around the use of the devices outside of school hours. Ensure that all Internet activities occur in a shared space - not your child's bedroom. It is a condition of accepting entry into the BYOD program that parents/carers accept end of line responsibility for their child's proper use of the iPad.

The Role of the Teaching Staff:
Cheltenham Primary School teaching staff will monitor the use of the iPad as a tool to support learning. The device will not replace the use of the pen and paper. This includes staff facilitating student access to information on their iPad in support of and to enrich the curriculum, while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. They will monitor appropriate care of the iPad and use of the iPad in accessing curriculum information. They will also provide guidance and instruction to students in the appropriate use of such resources. The iPad will not be used during wet or warm weather timetables, unless it is for school related purposes.

The Role of the School:
Cheltenham Primary School is committed to providing staff and students with the resources to ensure the success of this initiative. Our aim is for all staff and students to have access to digital resources and the relevant curriculum materials necessary to improve the educational development of every student.

Guidelines for Proper Care of the iPad -

Security and Storage at School:
All students will be responsible for keeping their iPad with them when it is being used during lesson times. When the iPad is not in use, or it is recess or lunchtime, the iPad will be kept in a locked storage cabinet in the classroom.

Loss or Damage:
It must be understood that the iPad is the responsibility of the student and their family at all times and that Cheltenham Primary School cannot be held responsible for the loss of, theft of, or damage to the iPad. It is highly recommended that both Apple Care and insurance cover are provided for the iPad. It is highly recommended that the iPad is kept in a robust and protective cover. Any damage or loss will be the sole responsibility of the parent/carer.

Data Management:

Saving or backup of data is the student responsibility. Students should back their school work up to their Google Apps for Education account, an iTunes account on a personal computer at home, or save their work to the schools network. The school accepts no responsibility for the loss of any data.

Virus Protection:
If you haven't 'jailbroken' your iPad, you should feel safe and secure that your iPad is virus clean. If your child is going to bring a 'jailbroken' iPad to school, we accept no responsibility if a virus does go onto the device. Cheltenham Primary School recommends that you do not jailbreak your device, as it eliminates security layers designed to protect your personal information and your iOS device. For more information see www.support.apple.com/en-us/HT201954

Evaluation:
This policy will be reviewed as part of the school's review cycle or on a needs basis.

Appendix E: Social Networking Policy

Rationale:
Staff and students at Cheltenham Primary School enjoy the opportunities and benefits an up to date and current ICT program can bring. We acknowledge that an increasing number of adults and students are using a growing range of online social networking sites. Social networking can be, when used appropriately, an effective education and social tool, providing opportunities to understand, engage and communicate with diverse audiences in new ways. However, social networking can also present a range of risks if not used appropriately. Cheltenham Primary School expects its school community to use social networking in a respectful, safe and responsible manner.

Aims:
This policy is to ensure that the Cheltenham Primary School community interact with social networking sites/programs in a manner that is consistent with our Digital Learning Behaviours Policy, and our school's values. The policy recognises the associated risks of social networking and outlines proactive measures to address and minimise such risks. The safety, reputation and integrity of all members of the Cheltenham Primary School community is of extreme importance.

Implementation:
- As part of our cyber safety program, staff at Cheltenham Primary School will inform and educate students about the advantages, disadvantages, opportunities and dangers associated with social networking.
- Cheltenham Primary School acknowledges that you must be 13 years or older to be eligible to sign up for a Facebook and/or Instagram and/or Musical.ly account and we do not encourage our students under the age of 13 to have one of these accounts.
- Students will learn how to protect personal information, how to communicate with selective others, how to protect their privacy and maintain security, and how to use proper and appropriate standards and protocols when communicating online.
- Students will be made aware that anything they post online contributes to their digital footprint, and may remain accessible forever.
- Students will be informed about the potential online dangers associated with social networking.
- Students will be informed of cyber bullying, its impact on others, how to avoid and respond to cyber bullying, and the consequences of cyber bullying (see Appendix C for further information).
- Staff and students will be informed of appropriate steps to report any misuse.
- Cheltenham Primary School will facilitate ICT cyber safety information sessions for parents/carers to attend.
- Cheltenham Primary School staff will not engage in public or private social networking with students unless it is part of the education program (e.g. Edmodo or Google Classroom).
- A breach of this policy may also involve a breach of other school policies and should be read in conjunction with the: Student Code of Conduct Policy, Digital Learning Behaviours Policy, Cyber Bullying Policy and the Internet Usage Policy.

Evaluation:
This policy will be reviewed as part of the school's review cycle or on a needs basis.

Appendix F: Student Mobile Phone Usage Policy

Rationale:
This policy has been created to provide teachers, students, parents and carers with guidelines and instructions for the appropriate use of mobile phones while students are at school.

Aims:
Cheltenham Primary School acknowledges that providing your child with a mobile phone gives parents reassurance that they can speak with their child, outside of school hours. School resources are readily available to enable contact between parents and students during school hours. This can be done by phoning the office and requesting that a message be given to the child.

Implementation:
- Student mobile phones may only be used before and after school hours. They are not to be used during school hours.
- Student mobile phones are not to be taken on school camps, excursions or extra-curricular activities.
- Student mobile phones are to be kept in the child's school bag and turned off at all times during the school day; only making or answering calls or messages outside of school hours.
- When using the mobile phone outside of school hours, students must respect others and never verbally or in writing, participate in harassing phone calls/text messages, support others in harmful, inappropriate or hurtful online behaviours.
- Students must obtain 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.
- Student mobile phones are brought to and kept at school entirely at the owner's risk. The school cannot accept any responsibility for theft, loss or damage to such property.

Evaluation:
This policy will be reviewed as part of the school's review cycle or on a needs basis.

Appendix G: Inappropriate Behaviour/Consequence Guide

Please note that this is a guide only and the final decision about consequences for inappropriate behaviour rests with the school. Inappropriate behaviour will be managed in accordance with our Student Engagement and Wellbeing Policy and the Student Behaviour Management Policy. It will be used in conjunction with our 'ICT e-Licence' system in the classroom.

LEVELS	Examples of inappropriate behaviour	Range of Consequences
Level 5	Criminal offence, wilful damage to property/resources/equipment (including laptops and iPads) Major theft (e.g. Laptop/iPad theft) Serious, purposeful interference with school network	**Principal/AP** Suspension Referral to police Parent meeting Payment for damage Note on Student File Removal of access to school network
Level 4	Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) Bullying/harassment (e.g. Using digital technology to bully, harass others) Vandalism or wilful damage to digital technology equipment	**AP/Principal/ICT Leader/Area Leader** Suspension Note on Student File Parent meeting School Community service Payment for damage Removal of access to school network
Level 3	Consistently careless use of an electronic device Repeated failure to comply with expectations regarding acceptable use of electronic devices Inappropriate use of resources/facilities/equipment	**AP/Principal/ICT Leader/Area Leader** Parent meeting Restorative Conversation Sent to Team Leader/AP/Principal Note on Student File
Level 2	Reckless and/or dangerous behaviour Plagiarism/copyright infringement Intellectual property infringement Forgery/false representation Interfering with another student's electronic device Accessing, storing or transmitting inappropriate material Sending nuisance emails Using a recording device in breach of school policy Continually claiming electronic device problems as an excuse Continual failure to back up work Careless treatment of an electronic device Unauthorised use of the Internet Repeated unsupervised use of device	**ICT Leader/Area Leader/ Classroom Teacher** Phone call to parent/carer Written or verbal apology Meeting with teacher Restorative conversation Note in student diary
Level 1	Failing to charge laptop or iPad overnight Playing games on electronic device during class time Negligent use of resources/facilities/equipment Emailing or accessing Internet without teacher permission Listening to music without permission Using electronic device without permission Volume up on electronic device Failing to bring laptop or iPad to class Using a different application to teacher direction Unsupervised use of laptop or desktop computer while in the school grounds (before school, recess, lunchtime, after school) Not plugging a school device back into the charger	**Classroom Teacher/Specialist Teacher** Verbal correction or reminder Move seat in classroom Note in student diary Verbal or written apology Recess or lunchtime consequence Confiscation of headphones Restorative conversation