



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 Assistant Principals on 03 9449 6400.

PURPOSE

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

- 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]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Springside 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:

- [Springside Primary School 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 any networks, systems, hardware and software that students and teachers use for learning and teaching; this includes software and locally sourced devices, resources and systems provided by the Department of Education and Training.

POLICY

Vision for Digital Learning at Springside Primary School

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Springside Primary School recognises that the 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 variety of ways. Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging.

At Springside Primary School, students are supported to develop digital literacy skills as they work with other students and teachers to develop their problem solving skill, enhance communication and develop their knowledge. Digital technologies enable our students to interact with each other and create high quality content that reflects what is being taught. It also enables teachers to cater to the point of need of each student within their class. It transforms the assessment and reporting as well as encourages new forms of communication between members of our school and the wider community.

Springside 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 reach their personal best and fully equip them to contribute positively to society.

BYOD at Springside Primary School

Learning at Springside Primary School is supported with the use of iPads. Our school operates a Bring Your Own Device (BYOD) Program in Years 3-6. Students within the program are encouraged to bring their own personal device to support their learning.

Parents/guardians are invited to purchase a device for their child to bring to school. Springside Primary School has partnered with CompNow who offer discounted prices for the purchase of devices for our students. Springside 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 by the school.

The following are a requirement of participation within the BYOD Program. The device must be:

- an Apple iPad
- given to the school new/wiped; to be enrolled in JAMF - Mobile Device Management
- Wi-Fi capable (we do not require iPad to connect to telecommunication services via sim);
- secured in protective casing to ensure accidental damage is minimised
- within certain specifications outlined by Springside Primary School to ensure compatibility and supportability for a longer period of time.

Jamf is the Mobile Device Management (MDM) Profile that will be applied to all the individual iPads. This allows the School to manage the use of the iPads during school hours. The MDM enables the School to send school-specific Apps to the iPad remotely at any time and also has the functionality to lock iPads into Apps. Jamf allows our ICT Team to prevent personal applications such as social media

to lock during school hours. E.G. The ICT Team can set the device so any potential applications of concern lock at 8:50am and only unlock again at 3:00pm. It is specifically designed for managing iPads. <https://jamf.com>

Please note that our school does not have insurance to cover accidental damage to student devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad or device.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the ICT Learning Specialist or Technical Support Team at Springside Primary School on 9449 6400.

Safe and Appropriate use of Digital Technologies

At Springside Primary School we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote a full flourishing environment for all.

It is important for students to be responsible and safe when working in the online environment or using digital technologies. 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 Springside Primary School, we:

- 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 purposes 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 eSmart and Cyber Safety programs, an online system to track maintenance and cyberbullying, and Classroom Coaching
- 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 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 Springside ICT Team for support 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 any messages or files on the network, 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

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 Springside 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), Springside Primary School will institute a staged response, consistent with our student Engagement and Behaviour Policy as well as the Department of Education'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 the removal of the following privileges for any given period of time:

- email
- printing
- network access
- internet access
- access to a device.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website: [Springside Primary School | Primary School](#)
- Included in our staff handbook/manual: Springsidepedia
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Referenced during classroom lessons with students
- Provided in hard copy format at school administration upon request.

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	November 2022
Approved By	Principal and School Council
Next Scheduled Review Date	2024