

Digital Learning Policy

North Melbourne Primary School

Issue Date: June 2022

Review Date: June 2024

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 north.melbourne.ps@education.vic.gov.au

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 iPad program
- (b) expected student behaviour when using digital technologies including the internet, social media, and all digital devices (including computers, laptops, tablets, smartwatches)
- (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
- (g) The use of digital technologies is a mandated component of the Victorian Curriculum F-10 and must be substantially addressed by every school in their current program.

SCOPE

This policy applies to all students and staff at North Melbourne 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 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:

- North Melbourne 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.

North Melbourne 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 North Melbourne Primary School

North Melbourne Primary School operates a Bring Your Own Device (BYOD) program from years 3-6. Classes at our school are delivered with the use of iPads and notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. North Melbourne Primary School has made special arrangements with JB Hi-Fi who offer discounted prices for the lease or purchase of devices for our students. North Melbourne 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 64 GB of storage
- operates on IOS version 15 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 north.melbourne.ps@education.vic.gov.au or visit our website www.northmelbourneps.vic.edu.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At North Melbourne 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 North Melbourne 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, including the use of Apple Classroom
- 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 a digital focus in our classroom wellbeing lessons
- 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 our newsletter and website.

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 school 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.

Please note, our Acceptable Use of Technology Agreement states that students should not use Messages or Chat applications during school hours.

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 North Melbourne Primary School's Acceptable Use of Technology Agreement, *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), North Melbourne 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 student account privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Acceptable Use of Technology Agreement, *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 www.northmelbourneps.vic.edu.au
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs (Years 3 - 6)
- Discussed in Wellbeing lessons in class

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School Council consultation on 16 th June 2022
Approved by	Principal and School Council
Next scheduled review date	June 2024



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Understanding I must look after technology, as I am responsible for any loss or damage that occurs in school or outside of school.
- Respecting others and communicating with them in a positive manner and never participating in inappropriate or hurtful online behaviours;
- Talking to a teacher or a trusted adult if I feel uncomfortable or unsafe online, or if I see others being unsafe, inappropriate or hurtful;
- Using technology at school for learning activities only (e.g “home apps” are for home use only. This includes the messages app which must be disabled during school hours);
- Protecting my privacy and the privacy of others by not giving out personal details, including full name, telephone number, address, passwords, photos or videos;
- Never photographing or videoing other people unless you have their consent;
- Thinking carefully about the content I share online (such as on See-Saw or Google Classroom), knowing that this is a personal reflection of who I am and can influence what people think of me;
- Following the minimum age restrictions for apps and games including the removal of 13+ apps such as: Facebook, Instagram, Snapchat, Tiktok, Messenger if underage;
- Following copyright regulations by requesting permission to use images, text, audio and video, acknowledging other people’s work
- Not accessing media, websites or apps that falls outside the School’s policies;
- Not attempting to log into networks or accounts using false details (e.g someone else’s username, password, or using a VPN);
- Understanding that my iPad must be set up with the JAMF Management System to connect to the school network.
- Understanding that at school, teachers are required to supervise your iPad use and view the work you do on your iPad (this is similar to them looking at your books). This may be done in various ways including the use of Apple Classroom.

I understand that this agreement is in place to ensure North Melbourne Primary School is a safe and responsible environment for all students. If the school believes the agreement has been breached, we are required to investigate. The school may:

- Remove or restrict the use of a device at school.
- Communicate with your parents to request the removal of inappropriate content from a device (including images, video, 13+ apps such as Facebook, Instagram, Tiktok, Discord).
- Communicate with your parents to request the detailed inspection of a device (including browsing & message history).
- Report serious breaches to relevant authorities.

This Acceptable Usage Agreement applies when digital technologies are being used at school or any situation that involves other students of North Melbourne Primary School.

Student signature:

I understand and agree to follow the expected standards of behaviour set out within this agreement. I understand that I can withdraw from the iPad Program at any time. I understand the actions and consequences if I do not follow this agreement.

Student name: _____ Student signature: _____

Parent signature:

I have read and understand the information above and agree for my child to participate in the iPad program.

Parent/Guardian Signature: _____