HIGHVALE PRIMARY SCHOOL

18. 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 our school office on 98878000.

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. This includes our Year 3-6 optional 1-to-1 BYOD personal device program.

(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

(f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Highvale 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:

- Highvale 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 purposeful access to digital technologies, students can benefit from enhanced 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.

Highvale Primary School believes that the use of digital technologies at school supports the development of valuable skills and knowledge and prepares students to contribute to our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies safely and appropriately to enhance learning, achieve their personal best and fully equip them to contribute positively to society.

School Devices

Highvale Primary School aims to provide a core number of devices to each class in the school. These, together with other digital equipment such as 3D printers are acquired through funds raised by our school community, primarily through the **Highvale Primary Community Group (HPCG).** School owned devices are shared across grades, specialists classes and where necessary, year levels. They remain at our school at all times, unless loaned for mandated remote learning. The type of device is determined by the school and may include laptops and other devices such as iPads. All use is subject to the signed acceptance of the applicable HPS Digital Learning Safe & Acceptable Use Expectations.

- **Appendix 1 - Digital Learning Safe & Acceptable Use Expectations Prep – Year 2**
- **Appendix 2 - Digital Learning Safe & Acceptable Use Expectations Years 3-6**

Optional Personal Devices (BYOD) at Highvale Primary School

Our school provides an **optional** Bring Your Own Device (**BYOD**) program for students in Year 3-6. The BYOD program provides an opportunity for students to bring their own device with them to school each day. This means that it can be used as a personal device for both schoolwork, homework and parent approved personal use. Rules and responsibilities are found in Appendix 2.

Each BYOD is the responsibility of the owner. This includes purchasing, insurance for loss and damage, warranties, maintenance and repairs.

Purchase of BYOD Devices

Highvale Primary School has special purchase arrangements for Highvale families through Learning With Technologies (LWT). The purchase portal can be accessed at
http://highvaleps.orderportal.com.au/

Under exceptional circumstances, pre-approved by the principal, parents may self-source and purchase a device. However, it must meet equal technical standards to those on the LWT portal at

the time of purchase to be pre-approved for enrolment into the BYOD program by the school.
Parents are advised to carefully read **Appendix 3 - 'HPS Personal Device Enrolment Application'**.

Students who choose to opt into the BYOD program are required to:

- transport their device in a protective case
- bring their device to school each day
- ensure their device is fully charged at home for use at school each day during class time.
  Please note, charging is not available at school.
- Abide by Highvale Primary School's Digital Learning Safe & Acceptable Use Expectations.

Highvale Primary School does not have insurance to cover accidental damage or loss to students'
devices. Parents/carers are encouraged to consider obtaining their own insurance and warranty. If
the device is purchased through Learning With Technology, options are available through the LWT
portal.

As per the Department of Education Parent Payment policy, purchase of a BYOD is optional. It is not
compulsory. See https://www2.education.vic.gov.au/pal/parent-payment/policy

**Students, parents and carers who would like more information or assistance regarding our BYOD
program are encouraged to contact our school office on 9887 8000.**

Safe and Appropriate Use of Digital Technologies
Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At
Highvale Primary School, we are committed to educating all students to be safe, responsible and
discerning in the use of digital technologies, equipping them with skills and knowledge to navigate
the digital age.

At Highvale 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 the Concept Curriculum and ThinkUKnow
- educate our students about digital issues such as privacy and the importance of maintaining
  their own privacy and security online
- actively educate and remind students of our *Student Wellbeing & Engagement* policy that
  outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Expectations 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 and other digital technologies to students is only permitted where students have satisfactorily completed the annual **Digital Learning Safe & Acceptable Use Expectations.** Teachers support each student with this process.

Personal student use of digital technologies at school through the BYOD program will only be permitted where students have satisfactorily completed annual **Digital Learning Safe & Acceptable Use Expectations** learning activity with their class teacher. A copy is also shared with each student's parent contact.

A BYOD **Privacy Risk Assessment** has been completed by Highvale Primary School in consultation with the Department of Education, Information Management and Technology Division to identify, minimise and manage privacy risk.

With the support and guidance of teachers, 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 class 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. 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 - Positive Behaviours for Learning (PBL)
When using digital technologies, students are expected to behave in a way that is consistent with Highvale Primary School's:
- Statement of Values and School Philosophy

- Student Wellbeing and Engagement policy
- Bullying Prevention policy
- Child Safety policy.

These are available for parents on our school website at https://highvaleps.vic.edu.au/parent-information/#news

When a student acts in breach of the expected 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), Highvale Primary School will institute a staged response, consistent with our policies and our student engagement and behaviour policies.

Highvale Primary School's response to issues or incidents that have the potential to impact on the wellbeing of our students will include:

- All incidents of cyberbullying will be referred to the Learning Leader immediately and then Assistant Principal for investigation.
- Parents will be notified and expected to meet with school staff if students are involved in any incidents of cyberbullying.

Students will be taught to inform their teacher immediately, if:

- They have experienced an incident of cyberbullying.
- They feel the welfare of other students at the school is being threatened.
- They come across sites that are not suitable for our school.
- Someone writes something makes them or their friends feel uncomfortable or asks them to provide private information.

- They act in a way, which is against the rules and responsibilities included in the **Digital Learning Safe & Acceptable Use Expectations.**

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. These may include:

- 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 Engagement, Inclusion and Wellbeing policy and Bullying Prevention policy.

COMMUNICATION

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

- Available publicly on our school's website https://highvaleps.vic.edu.au/parent-information/#policies
- Included in staff induction and child safety training processes
- Notification of updates through the School Newsletter
- Discussed at staff briefings/meetings as required
- As part of the annual Prep – Year 6, 'Happy, Healthy communities Thrive' Concept.

- Made available in hard copy from the school office upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	School Community (Students, staff, parents and carers) – School Newsletter - School Policy Consultation & Updates. School Council prior to approval.
Approved by	Principal and School Council [NOTE: School council approval is required for any elements of the policy that involve parent payments for devices]
Next scheduled review date	May 2025