

## DIGITAL LEARNING

### (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



#### Help for non-English speakers

If you need help understanding the information in this policy, please contact [insert school contact details].

### PURPOSE

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

- (a) Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at our school, including our BYOD Ipad program
- (b) Berwick Chase Primary School expects appropriate student and staff behaviour when using digital technologies, including the internet, social media, and digital devices (including computers, laptops, and tablets)
- (c) The school's commitment to promoting the 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

### SCOPE

This policy applies to all students and staff at Berwick Chase Primary School.

Staff use of technology is also governed by the following Department's Acceptable Use Policy and the department's Social Media Policy.

Staff, volunteers and school councillors must also adhere to codes of conduct relevant to their respective roles. These codes include:

- Berwick Chase 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 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 techniques.

## POLICY

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 various ways.

Students can benefit from interactive, collaborative, personalised, engaging and transformative learning through increased access to digital technologies. Digital technologies enable students to interact with and create high-quality content, resources and tools. It also allows personalised education tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Berwick Chase Primary School believes that using 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 as happy, healthy young adults.

### **iPads at Berwick Chase Primary School**

We are passionate about successfully educating children in ALL learning areas to navigate the world at Berwick Chase Primary School. From a young age, children are taught to hold hands when they cross the road, to use good manners and to show empathy. We must give equal attention to guiding children in their use of technology, particularly in the social world, to become successful 21<sup>st</sup>-century citizens and cope in a rapidly changing world.

Our BYOD (Bring Your Device) program is in years five and six. Parents are invited to purchase a device (iPad) for their child to bring to school. For further information on how to buy an Ipad or regulations regarding a second-hand Ipad, please see Appendix A.

Our BYOD (Bring Your Device) program aims to prepare our students to excel technologically and to:

- **Be engaged learners** (an iPad program supports innovative curriculum planning and implementation. The interactivity of iPad technology provides students with a highly engaging learning experience)

- **Be creative thinkers** (there is an excellent range of apps designed to stimulate the student’s creative instincts where virtual and real-world creativity can be managed)

- **Be problem solvers** (powerful apps mean students don’t just consume content, they create it and can find their way to problem solve and engage with it)

- **Be connected global citizens** (and the iPad program will support the initiating of global communication and collaboration)

- **Be independent and self-directed learners** (and the iPad program provides students with personal, portable devices to access learning at a time, in a place and at a pace that supports their learning needs)
- **Be social collaborators** (the iPad program will enable students to research, access information and connect with others for communication and collaboration in a safe, nurturing environment)

Classes at Berwick Chase Primary School are delivered with the use of iPads. Students are invited to bring their own charged iPad to school daily to be used during class time for different learning activities.

Our school operates a Bring Your Device (BYOD) program, meaning students must bring their own purchased or leased iPad to school each day. For further information on how to buy an iPad or regulations regarding purchasing a second-hand iPad, please see Appendix A.

Students participating in the BYOD iPad program must abide by the rules outlined in the Berwick Chase iPad booklet and have signed the iPad agreement before using it on the school server. Both parent and student must sign this agreement.

Please note that our school does not have insurance to cover accidental damage to students' iPads, and parents/carers must obtain insurance for their child's iPad.

Berwick Chase Primary School has arrangements to support families experiencing long or short-term hardship in accessing iPads for schoolwork. These iPads are for use only during school hours and may not be taken home.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school office or leadership team through the usual school contacts.

### **Digital Devices other than iPad**

Devices such as smartwatches may be worn in the classroom but must only be used for messaging or calls during school hours with the principal's permission.

Electronic devices, except smart watches, must not be taken into the school playground before or after school or during recess or lunch breaks unless otherwise permitted by a staff member for an organised activity.

- Students are not to use electronic devices unless expressly permitted by the teacher in charge.
- Electronic devices with built-in cameras are not used anywhere a standard camera would be considered inappropriate, such as in changing rooms or toilets.
- Students who bring electronic devices to school must clearly label them with their names.
- Berwick Chase Primary School will not accept any responsibility for any loss, theft or damage to electronic devices at school or school events. Nor will the school accept any responsibility for the loss, theft or damage of electronic devices whilst in possession of students travelling to and from school.

- Students must display courtesy, consideration and respect for others when using any electronic device.
- Students must not use electronic devices to threaten, bully, intimidate or otherwise harass other people through SMS or text message, photographic video or other data transfer systems available on the device or for any illegal activity. Such activities may incur disciplinary action. (See Cyber Safety Policy)
- Students must not take photographs/video recordings of staff, other students or visitors, to the school, without their consent or knowledge.
- Inappropriate camera use (still and video, including voice recordings) from electronic devices will not be tolerated. Students misusing camera/voice recordings will incur disciplinary action. Improper use of electronic devices will result in disciplinary action as outlined in the Cyber Safety Policy and the student engagement policy.
- Confiscation of the electronic device will occur until the parent or guardian can attend school to collect the device.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the electronic device to school.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or well-being. At Berwick Chase 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 full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Berwick Chase 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 a specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact the well-being of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their 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 well-being that they may encounter when using the internet and other digital technologies
- provide 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 implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school-owned devices to students and personal use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement. (Appendix B) These devices must not be taken home under any circumstances.

It is the responsibility of all students to protect their password and not divulge it to another person. If a student or staff member knows or suspects another person has used an account, the account holder must notify their classroom teacher immediately.

All messages created, sent or retrieved on the school's network are the school's property. The school reserves the right to access and monitor all transmissions and files on the computer system as necessary and appropriate. Communications, including text and images, must be disclosed to law enforcement and other third parties without the sender's consent.

### Social media use

Our school follows the department's [Social Media Use to Support learning](#) policy to ensure that social media is used safely and appropriately in student learning and that appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it needs support.

By 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 history unless it is objectively appropriate, for example where the student is also a family member of the staff.

Suppose a staff member of our school becomes aware that a student is 'following' them on a personal social media account. In that case, Department policy requires the staff member to ask the student to 'unfollow' them and to notify the school and parent or carer if the student needs to do so.

### Student behavioural expectations

When using digital technologies, students must behave consistently with the Berwick Chase Primary School *Statement of Values, Student Wellbeing and Engagement*, and Bullying Prevention policies.

- 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).
- Berwick Chase Primary School will institute a staged response consistent with our student engagement and behaviour policies. Students may only use agreed-upon websites/apps during a break. It is inappropriate for students to use search engines or YouTube for random

searches. These Web 2.0 tools are only used for researching and presenting under strict teacher supervision.

Students' breaches of this policy can result in several consequences, depending on the severity of the violation and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal from the BYOD program
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### **The staff of Berwick Chase Primary School Supervision Expectations.**

#### **Implementation**

- Teachers will discuss with their students the rules regarding how and when they will be supervised using digital technologies.
- Teachers will ensure that students are supervised under the following conditions:
  - A. Supervision of digital technologies during learning time
    - It is expected that children will be adequately supervised during all learning times while using digital technologies. Staff must maintain a ratio of 1:30 at all times, and children are not to be left unattended at any time.
    - Teachers must be able to see all students using their devices or roaming the classroom regularly, ensuring that the device is being used correctly.
    - Digital devices can only be used for educational purposes, and it is not appropriate for students to use search engines or YouTube for random searches. These Web 2.0 tools are only used for researching and presenting under strict teacher supervision.
  - B. Supervision of digital technologies during breaks (recess and lunch, including wet day timetables)
    - Children are expected to be adequately supervised during breaks using digital technologies. Staff must maintain a ratio of 1:25 at all times, and children are not to be left unattended at any time. Teachers may have to allocate designated times for students to use digital devices to enforce this ratio. For example, 5A may use their devices for the first half of lunch and 5J for the second half.
    - Children may only use digital technologies for 20 minutes, ensuring they are given adequate time for a break.
    - Teachers must be able to see all students using their devices or roaming the classroom regularly, ensuring that devices are being used correctly.

- Children in grades Prep-4 using an iPad may access any apps pre-loaded on the class iPad sets. They may not access Safari, Emails, iMessage, FaceTime, YouTube or any other social networking service.
- Children in grades 5/6 using an iPad may access any apps deployed by the school's iPad Management. They may not access Safari, Edmodo, Emails, iMessage, YouTube or any other social networking service.

**C. Supervising digital technologies outside school hours (before 8.50 am and after 3.30 pm).**

This clause only applies to Berwick Chase Primary School BYOD iPad Program students.

- Students must not use iPads on school grounds unless their teacher or OSH staff instructs them.

## 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 processes

- Discussed at staff briefings/meetings as required
- Class discussion
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal and School Council and Principal
Next scheduled review date	October 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT - NEEDS INCLUDING

Acceptable Use Agreement

Parent Agreement

Ipad Booklet