

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 the school administration office.

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 BYOD Apple iPad 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 when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Cambridge 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:

- Cambridge 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.

Cambridge 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 Cambridge Primary School

Cambridge Primary School operates a 1:1 Bring Your Own Device (BYOD) Apple iPad program with student participation encouraged for those in years 1-6. Classes at our school are delivered with the use of iPads/tablets/notebook computers as curriculum encompasses research, planning, assessment, and delivery of student learning.

Parents/carers are invited to purchase or lease a device consistent with the 1:1 BYOD program operated at Cambridge Primary School for their child to bring to school. Each year, purchasing advice is updated and communicated with the school community, including details of a retailer partnership, that provides an online portal allowing parents/carers to purchase a device and select accessories with an education discount.

Cambridge Primary School also maintains a pool of devices that can be used (at the discretion of the classroom teacher) on a day-to-day basis for students who do not have a device for essential learning or online assessments.

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, it is recommended that it:

- is consistent with the 1:1 BYOD program that Cambridge Primary School operates, and compatible with the schools Mobile Device Management (MDM) system
- has 64GB of storage, with an appropriate amount of storage free and available for use
- operates iPadOS version 14 or later
- is bought to school in a protective case, and fully charged each morning

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 (ie. AppleCare+) for their child's device.

It is also recommended that parents/carers utilise features of iPadOS such as 'Family Sharing', 'Screen Time' and 'Find My', in order to control purchasing and to set limits and restrictions on the device. Information can be found on the [Apple Support](#) website.

Students and parents/carers who would like more information or assistance regarding our BYOD program are encouraged to contact our technology staff within school hours.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Cambridge 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 Cambridge 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 yearly Cybersafe training for all users
- 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 and Wellbeing 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 via DET's VicSmart network, which includes web filtering, monitoring and restricted access
- 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 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 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

When using digital technologies, students are expected to behave in a way that is consistent with Cambridge Primary School's *Student Engagement* and *Wellbeing* 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), Cambridge 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 internet access privileges
- other consequences as outlined in the school's Student Engagement and Wellbeing and Bullying Prevention policies
- actions as outlined in Student Acceptable Use Agreement, as signed each year.

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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions
- Available in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Aug 2023
Consultation	October 11 and 18 Whole School Staff December School Community via Compass December School Council Members
Approved by	Principal
Next scheduled review date	Aug 2024

Digital Technologies – Acceptable Use Agreement

School profile statement

At Cambridge PS we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our school we:

- Have a **Student Wellbeing and Engagement Policy** (<https://cambridgeps.vic.edu.au/school/#school-policiesforms>) that outlines our school's values and expected student behaviour. This Policy includes online behaviours.
- Have programs in place to educate our students to be safe and responsible users of digital technologies such as Bravehearts, Cyber Safety (eSafety Commissioner) and Respectful Relationships.
- Educate our students about digital issues such as online privacy, intellectual property and copyright.
- Supervise and support students using digital technologies for school-directed learning.
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures.
 - See: Cybersafety and Responsible Use of Digital Technologies (<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.
- Use online sites and digital tools that support student learning.
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education and the eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - eSafetyParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)

Student declaration

I understand that, at school, my BYOD device is to be used to support my learning/education and I am responsible for:

- Bringing my device to school each day, fully charged and ready for use.
- Ensuring my device is protected (e.g. in a case) when transporting it around school and not running while holding my device.
- Storing my device in a safe location when not being used (e.g. not leaving my device on the floor).
- Keeping food and drinks away from my device.
- Immediately informing the teacher in charge of any accidents or damages to my device.

I will also apply the above responsibilities when using a school provided device.

When I use digital technologies and the internet, I will show **Respect** by:

- Respecting others and communicating with them in a supportive manner.
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- Handling ICT devices with care and notifying a teacher of any damage or attention required.

When I use digital technologies and the internet, I will show **Integrity** by:

- Using my device during learning time as instructed by my teacher.
- Not sending messages/emails or Airdrop files without teacher permission.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson.
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media platforms.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the school's policies.
- Not downloading unauthorised applications, including games and VPN applications.
- Not interfering with network systems and security or the data of another user.
- Not attempting to log into the network or an online service with a username or password of another person.

When I use digital technologies and the internet, I will show **Self-resilience** by:

- Closing any websites that are unsafe or inappropriate and informing my teacher.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviour.

When I use digital technologies and the internet, I will show **Excellence** by:

- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult and meeting those stated terms and conditions.

Consequences

I understand if the above points in the student declaration are not followed, my parents/carers may be contacted, and this may also lead to:

- A verbal reminder then warning.
- Not being allowed to use my device at school for a period of time.
- Removal of network/internet access at school for a period of time.
- Removal of applications not in-line with school guidelines.

Note that if a VPN application is present, the device will be automatically removed from the school network/internet and reconnection will be by negotiation with school leadership and the ICT team.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular school activities.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Parent/Carer name: _____

Student signature: _____

Parent/Carer signature: _____

Student homegroup: _____

Date: _____