



DIGITAL LEARNING POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on (03) 5264 1230 or mt.duneed.regional.ps@education.vic.gov.au.

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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, and iPads)
- 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

Mount Duneed Regional Primary School highly values the engaging and rich learning experiences that effective technology integration can bring. The promotion and advancement of placing a greater emphasis on digital technology integration aligns with world wide educational trends to ensure today's learners are more adept at communication, creating, collaborating and critically thinking in a technology driven world.

SCOPE

This policy applies to all students and staff at Mount Duneed Regional 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:

- Mount Duneed Regional 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

Mount Duneed Regional Primary School understands that 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. The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Access to technology has changed how we communicate, think and process information. Digital technologies can maximize learning opportunities and support learning that is connected, collaborative, personalised, engaging, transformative and global. Children at Mount Duneed Regional Primary School will learn how to engage with the world around them and acquire digital skills to participate in life and work beyond school, this includes:

- Access to quality resources
- Learn anytime, anywhere
- Self-directed learning
- Connecting and collaborating
- Developing digital skills
- Accessing & reviewing in real-time
- Connecting families to learning
- Crossing educational divides

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.

Mount Duneed Regional 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.

iPads at Mount Duneed Regional Primary School

Mount Duneed Regional Primary School operates a Bring Your Own Device (BYOD) program. Classes in Year 3-6 at our school are delivered with the use of iPads.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Mount Duneed Regional Primary School has special arrangements with JB Hifi an educational portal that offers discounted prices for the lease or purchase of iPads and covers for Mount Duneed Regional Primary School students. Mount Duneed Regional 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 limited resources are 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
- have at least 10 GB of storage
- operate on version iOS 12.0 or later

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

Mount Duneed Regional Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork.



Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Business Manager through the office or visit our BYOD website <http://mdrps-byod.weebly.com/>.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Duneed Regional Primary School, we are committed to educating all students use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Mount Duneed Regional Primary School, we:

- explicitly teach safe and responsible online behaviour and parents/carers are requested to reinforce this behaviour at home.
- 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 cybersmart & friendsend (Deakin University Project).
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Wellbeing and 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 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, whilst acknowledging that full protection from inappropriate content can never be guaranteed
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, website and Compass notifications.

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 the classroom teacher or principal as appropriate, immediately.

All messages created, sent or retrieved on the school's network or software 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 Mount Duneed Regional 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), Mount Duneed Regional Primary School will institute a staged response, consistent with our student engagement and behaviour policies and the Department's *Student Engagement and Inclusion Guidelines*.

Students are advised to report an incident to 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 which are not suitable for our school
- someone writes something they don't like, makes them or their friends feel uncomfortable or asks them to provide private information
- they accidentally do something which is against the rules and responsibilities they have agreed to.

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 email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *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
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs



- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

Mount Duneed Regional Primary School policies and resources relevant to this policy include:

- Statement of Values and School Philosophy
- Child Safety Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Student Wellbeing and Engagement
- Bullying Prevention

POLICY REVIEW AND APPROVAL

Policy last reviewed	11 September 2023
Consultation	Learning & Wellbeing Sub-committee - 11 October 2023 Compass newsfeed item – 12 October 2023 Professional Learning Forum – 12 September 2023
Approved by	Principal and School Council
Next scheduled review date	July 2025



ACCEPTABLE USER'S AGREEMENT

All students and a parent/carer are required to read, understand and sign this Acceptable Use Agreement at the commencement of each school year. This governs the requirements and expectations under which students use a device and access the network and internet whilst at school. This is a standard expectation from Mount Duneed Regional Primary School and the Department of Education and Training (DET).

The Acceptable Use Agreement also applies during travel to and from school on the bus, school excursions, camps, extra-curricular activities and learning from home.

At Mt. Duneed Regional Primary School we:

- implement policies that outline the values of the school and expected behaviours when students use digital technologies and the internet.
- educate our students to be safe and responsible users of digital technologies and raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise students when using digital technologies for educational purposes.
- provide filtered internet but acknowledge that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents promptly that may impact on the wellbeing of our students.
- appreciate parents and guardians informing us of any issues that arise.
- expect that parents/guardians will encourage safe and responsible use of digital technologies.
- expect that parents/guardians initiate strategies at home to support their child in the responsible use of the digital technology.

It is critical that you establish clear rules and expectations at home about device and internet use.

As a family, you need to ensure that you have discussed if/when devices will be used, for how long and where.

Student devices are owned by the parent/ guardian and they are responsible for how their children use the device at home.

STUDENT AGREEMENT:

I understand that the internet and digital devices are great tools, but I need to follow rules to keep me safe. I will be a safe, responsible and ethical user at all times by agreeing to and understanding:

- ✓ Protection of my privacy (I will not give out personal details, including my full name, telephone number, address, school or images in my school uniform).
- ✓ Never to post or share personal information about other people.
- ✓ Never share my passwords or passcodes with anyone except my parents.
- ✓ I will never share photos or videos of anyone without their permission and the permission of an adult.
- ✓ Never to post or share any images of myself without permission from my parents.
- ✓ Talking to a teacher or parent/guardian if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- ✓ Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying.
- ✓ Thinking carefully about what I post online (Would I be happy for Grandma to read this?)
- ✓ I only use apps and websites approved by a teacher or a parent/guardian.
- ✓ Handling any device with care and notifying an adult if it is damaged or requires attention.
- ✓ Abiding by copyright and intellectual property regulations.
- ✓ Not interfering with the school network, the data of another user or attempting to log into the network with the user name or password of another student.
- ✓ Never setting up an online account without an adult giving me permission.
- ✓ Never communicate online with anyone I don't know.



- ✓ Never use the iPad for messaging others at school, unless it is required for learning purposes.
- ✓ School / Home will monitor what I do with my device to keep me safe.
- ✓ I will not search for, share or show any inappropriate content.
- ✓ I will immediately tell an adult if I accidentally access inappropriate content.
- ✓ Files stored on my device or on the school’s server are not private. I will fully charge my personal device each night in preparation for use the following day (Year 3-6 ONLY).
- ✓ Regularly backing up my device at home (Year 3-6 ONLY).
- ✓ My personal device must remain in my school bag whilst travelling to school until I am in the classroom and then returned to my bag before I leave for the day, remaining there until I return home or have parent supervision.

PARENT AGREEMENT:

I understand that the internet and digital devices are a part of my child’s life and I need to help keep them safe online.

I agree to:

- ✓ Learn about the websites and apps my child uses and have them show me how they work.
- ✓ Attend any professional learning opportunities provided by the school.
- ✓ Discuss the rules around the use of the internet and mobile devices at home, school and other locations.
- ✓ Ask my child about their online experiences in the same way I ask how they are going at school.
- ✓ Discuss any issues or mistakes, devise a solution to the problem and how to stop it occurring again.
- ✓ Lead by example and act responsibly when I use the internet.
- ✓ Report any suspicious behaviour, illegal activity and inappropriate content to the site on which it occurs.
- ✓ Maintain anti-virus and anti-spyware software on my family’s devices.
- ✓ Communicate via the appropriate school channels, such as email or phoning the office, NOT via my child’s device.
- ✓ Research options for age-appropriate filtering and blocking inappropriate content for my child.

DAMAGE OR LOSS OF EQUIPMENT:

All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects. It may not cover accidental, malicious or careless damage. Any problems, vandalism, damage, loss or theft of devices that takes place outside of school hours should be managed at home. **If damage takes place at school, it should be reported immediately to the teacher.** In case of suspected theft, a police report must be made by the family and a copy of the report provided to the insurer, if the family has taken out theft insurance.

Loss or damage to equipment is the responsibility of the owner. Personal devices ARE NOT covered by DET insurance. All queries regarding warranty and insurance should be directed to your supplier.

Students will NOT be given access to the internet or be permitted to use school’s or their own device until this form is returned.

This **Acceptable Use Agreement** applies at all times when I am using any digital device including school and home.



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

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

STUDENT		PARENT/GUARDIAN	
Name		Name	
Grade		Grade	
Date		Date	
Signature		Signature	