Moolap Primary School
DIGITAL LEARNING POLICY

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 device program or insert other appropriate programs as relevant to your school

(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 Moolap 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:

- Moolap 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.

Our 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 Moolap School

Our school operates a Year 3 - 6 Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads. Parents are sent information (included recommended specifications) prior to their child commencing the program. Year 2 students receive information in Term 4 prior to commencing the program the following year.

Parents/carers are invited to purchase a device for their child to bring to 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

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 the office, who will direct to the appropriate staff member.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At our 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 Moolap 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 [insert details of specific programs
- 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 updates in our newsletter, 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.

Our school has established a number of online platforms including the school website, Moolap Community Group (private Facebook Group), Moolap Primary Schol (public Facebook group) to celebrate student and school activities, events and provide school information; parents can provide appropriate feedback and comments relating to school activities. Parents are welcome to contact the office if they have any questions or concerns about students participating in this forum.

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 our 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), our 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 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
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	School Council _____ / _____ / 2024
Approved by	Principal and School Council
Next scheduled review date	March 2026

FURTHER REFERENCE

- Moolap Primary School Digital Learning Statement

Acceptable Use Agreement

Moolap Primary School uses the Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.
Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At Moolap Primary School we:
- Have policies in place that outline the values of the school and expected behaviours.

- Provide a filtered Internet service

- Provide supervision and direction in online activities and when using digital technologies for learning

- Support students in developing digital literacy skills

- Promote Cybersafety across the school which is reinforced across the school

- Use mobile technologies for educational purposes

- Provide support to parents/carers through information evenings and through the document attached to this agreement for parents/carers to keep at home

- Work with students to outline and reinforce the expected behaviours when online.

- Reinforce that Cybersafe and responsible behaviours are expected in their school use of digital technology

When I use digital technology I agree to:
- Be a safe, responsible and ethical user whenever and wherever I use it

- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)

- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint

- Protect my privacy rights and those of other students by not giving out personal details

- Use the Internet for educational purposes and use the equipment properly

- Use social networking sites for educational purposes and only as directed by teachers

- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)

- Think critically about other users' intellectual property and how I use content posted on the Internet.

- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student

- Not reveal my passwords to anyone except the system administrator or the teacher

- Not bring or download unauthorised programs, including games, to the school or run them on school computers

- Ensure that Virtual Private Networks (VPNs) are disabled at school.

When I use my (School or BYOD owned) mobile device I agree to:
- Use the device to support my learning unless otherwise instructed.

- To use the device only when instructed to by my teachers.

- To report any wrongdoing that I see immediately to my teachers. This includes on a device or online.

- Not let other students use my device without parent or teacher permission, and only then in full view of a supervising adult.

- To look after my device with great care at all times so as not to compromise its safety.

- Take all measures possible to ensure that it is not stolen and/or damaged. This includes leaving my device lying around on tables, even in locked classrooms.*

- Protect the privacy of others and never post or forward private information about another person. Only take photos and record sound or video when it is part of an approved lesson

- Seek permission from individuals involved before taking photos, recording sound or videoing them

- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space

- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

- Maintain device settings as directed by teachers.

Conditions of use

Equipment
- Students must fully charge the iPad each night in preparation for use the following day. Power cords must be left at home.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server are not private.
- Access to the iPad must be granted to teachers and IT staff when required.

Damage or loss of equipment
- Any problems, vandalism, damage, loss or theft of the device should be reported immediately to the school.
- 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

Standards for device
The student is responsible for:
- Adhering to the school's Acceptable Use Policy when using the machine at home and school.
- Backing up data securely
- Maintaining settings for spam and filtering that have been set as a Departmental standard.
- Ensuring that only fully licenced software is installed on the iPad.

Student Commitment

Definition of Digital Technologies
This Acceptable Use Agreement (Appendix 1) applies to digital technologies, social media tools and learning environments
established by our school or accessed using school owned networks or systems, including (but not limited to):
- School & student owned devices (e.g. desktops, laptops, printers, iPads)
- iPads
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. Facebook and Snapchat)
- Video and photo sharing websites (e.g. Picasa, You Tube)
- Blogs
- Micro-blogs (e.g .Twitter)
- Forums, discussion boards (e.g. Google Groups)
- Wikis
- Video and Podcasts
- Video conferences and web conferences

Appendix 1

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, home, during school excursions, camps and extra-curricular activities.

I understand and will abide by the DTAUA. I further understand that any violation of the previously mentioned regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken, as well as any appropriate legal action.

Acceptable Use Agreement 202_

Student's First Name _____

Student's Middle Name _____

Student's Last Name _____

Class_____

Your signatures on this document indicate that you have read these terms and conditions carefully, understand their significance, and accept your responsibilities as stated.

Student's Signature: _____

Date: _____

PARENT OR GUARDIAN
As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that network access is extended to my child for educational purposes.

Parent or Guardian's Name (please print):
_____

Parent or Guardian's Signature:
_____

Date: _____

Code of Conduct

Moolap Primary School Electronic Device Code of Conduct 202_

I have read and understood the Moolap Primary School Electronic Device Code of Conduct and agree that these are to be upheld at all times at Moolap Primary School.

Student Name: _____ Form: _____

Signed Student: _____ Date: _____

Signed Parent or Guardian: _____ Date: _____

LEVELS	Examples of inappropriate behaviour	Range of Consequences
Level 5	- Serious criminal offence - Serious wilful damage to property/resources/equipment (including laptops and iPads) - Major theft (e.g. Laptop/iPad theft) - Serious wilful interference with school network.	**Principal** Suspension from Moolap Primary School Referral to police Parental interview Payment for damage Note on Student File Removal of access to school network
Level 4	- Accessing, storing or transmitting indecent/offensive material (e.g. Sending offensive emails) - Theft (including identity theft) - Bullying/harassment (e.g. Using electronic device to bully, harass others) - Vandalism or wilful damage to property, resources equipment.	**Principal/Leadership Team** Suspension from Moolap Primary School Note on Student File Parental interview School Community service Payment for damage Removal of access to school network
Level 3	- Consistently careless use of an electronic device. - Repeated failure to comply with expectations regarding acceptable use of electronic devices. - Inappropriate use of resources/facilities/equipment.	**Principal/Leadership Team** Parental Interview School Community service Sent to Team Leader/AP/Principal Note on Student File Temporary removal of access to school network.
Level 2	- Reckless and/or dangerous behaviour - Plagiarism/copyright infringement - Intellectual property infringement - Forgery/false representation - Interfering with another student's electronic device. - Accessing, storing or transmitting inappropriate material - Sending nuisance emails - Unauthorised software on iPad - Using a recording device in breach of school policy - Continually claiming electronic device problems as an excuse for work not being submitted - Continual failure to back up work - Careless treatment of an electronic device owned by Moolap Primary School - Unauthorised use of the Internet	**Leadership Team/ Classroom teacher** After school detention Phone call to parent/guardian Written or verbal apology Meeting with team leader Restorative conversation Note on Student File Temporary removal of access to school network.
Level 1	- Failing to charge iPad overnight - Playing games on electronic device during class time - Negligent use of resources/facilities/equipment - Emailing or accessing Internet without teacher permission - Listening to music without permission	**Classroom teacher/staff member** Verbal correction or reminder Move seat in classroom Note in their student record

	• Using electronic device without permission • Volume up on electronic device • Failing to bring iPad to class • Using a different application to teacher direction • Unsupervised use of iPad without permission (before school, recess, lunchtime) • Sending messages to others (including parents) via facetime or instant messaging services without teacher permission. • Having a VPN enabled on a device	Verbal or written apology Recess or lunchtime interview and/or detention Confiscation of headphones Liaise with classroom teacher Restorative conversation Removal of specific applications from iPad.