Digital Learning (Internet, Social Media and Digital Devices) 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 iPad program.

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads and any other device with internet connectivity).

(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 Rangeview Primary School.

Rangeview 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:

- Rangeview 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 iPads, 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.

Rangeview 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.

Bring Your Own iPad (BYOI) iPad Program

Rangeview Primary School operates an opt-in Bring Your Own Device (BYOD) iPad program, which means students that opt-in to the program must bring their own purchased or leased device with them to school each day.

Our BYOD iPad program only uses Apple iPads, our school network is not suitable for android devices. The minimum requirement for an iPad to be used will be any Apple iPad with Wi-Fi, that can support the required educational Apps with a memory of 64GB or above.

Rangeview Primary School recommends purchasing iPads direct from Apple as they provide a specified length complimentary support program as well as a 12-month warranty.

Students that opt-in to the BYOD iPad program must:

- Bring the iPad fully charged to school every day. Chargers should be left at home.
- Store the iPad safely in the classroom during the school day.
- Whilst in the school grounds, the iPad should not be taken out of the student's bag before or after class time.
- Leave the iPad in the classroom during recess and lunchtime.
- If the student is attending Before or After School care the iPad must be taken out of the school bag and locked into the cupboard on arrival.

- Not allow other students to use their device without parent or teacher permission and only then in the full view of the supervising adult.
- Always keep the iPad in its protective case.
- The student is responsible for all content and information on the device. Teaching staff have the right to look at any application or file on the iPad at any time.
- Ensure there is a photo of themselves on the 'home' screen.
- Report any accidents or breakages to their parents and teachers.

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. Please refer to the Rangeview Primary School Personal Property Policy.

Student use of personal owned and leased devices on-site at Rangeview Primary School will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement for Internet and Digital Technologies and an iPad User Agreement.

Students that do not choose to take part in the opt-in BYOD iPad will:

- have access to school owned shared computers and shared iPads
- be able to carry out activities using other technologies or methods
- not be able to take any school owned iPads home

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Kate McLeod – Assistant Principal.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Rangeview 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 Rangeview 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 [eSmart, Cyber Safety Project, Rights Resilience and Respectful Relationships]
- 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 User Agreement for Internet and Digital Technologies outlining the expectations of students when using digital technologies for their schoolwork

- use clear protocols 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.

Student use of school owned devices, student owned and leased devices and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable User Agreement for Internet and Digital Technologies.

It is the responsibility of all students to protect their own password on a student owned or leased device and not divulge it to another person. If a student or staff member knows or suspects an iPad has been used by another person without permission, the owner 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.

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 uses the Seesaw Platform for students to showcase their work and activities at Rangeview Primary School, where parents and peers can provide appropriate feedback and comments on the work and activities undertaken. Parents have the option to 'opt-out' if they have concerns about student participation using Seesaw.

Parents are welcome to contact Kate McLeod – Assistant Principal 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 Rangeview Primary School's Statement of Values, Student Wellbeing and Engagement policy, Bullying Prevention policy and Acceptable User Agreement for Internet and Digital Technologies.

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), Rangeview 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:

- suspension of the use of any digital device at Rangeview Primary School
- removal of network access 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.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following school policies:

- Personal Property Policy
- Student Wellbeing and Engagement Policy
- Bullying Policy
- Behaviour Support Model
- Acceptable Use Agreement for Internet and Digital Technologies
- iPad User Agreement.
- Statement of Values

This policy should be read in conjunction with the following Department of Education and Training Policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

The following websites and resources provide useful information:

- Bully Stoppers

- Kids Helpline

- Bullying. No way!

- Office of the eSafety Commissioner

- Australian Student Wellbeing Framework

COMMUNICATION

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

- Available publicly on school website
- Included in staff induction processes
- Included in our staff handbook/manual
- Discussed at parent information nights where relevant
- Referenced annually in school newsletter
- Hard copy available from school administration upon request
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REVIEW CYCLE

This policy was last updated in June 2022 and is scheduled for review in June 2024.