



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

## 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 iPad (BYOD) Program for grade 5 and 6 students.
- b. expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets - robotics, digital cameras and drones).
- 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 at Apollo Parkways Primary School.

Staff use of technology is 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 follow our school's Acceptable Use Agreement. Staff teaching in Grade 5 and 6 follow our 1 to 1 iPad Program Implementation Handbook. Both documents are reviewed annually and are located on the school's website.

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

- Apollo Parkways 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 technology 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.

Apollo Parkways 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 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.

Apollo Parkways Primary School uses Apple technology - hardware and software. Students and teachers utilise Apple technology daily at our school - this includes both iPads (iPadOS) and Laptops (OS). The classroom fleet of devices, software applications and maintenance are managed by the school’s Technology Co-ordinator and the accompanying Tech. team (featuring two service technicians).

### Personal devices at Apollo Parkways Primary School

Our school operates a BYOD program, which means Grade 5 and 6 students must bring their own purchased (school endorsed) iPad with them to school each day. Apollo Parkways supports parents to prepare their child’s device to comply with the school requirements as outlined in the 1 to 1 iPad Program Implementation handbook (updated annually). This document is introduced and presented to Grade 4 families in each year in term 4 to prepare for their transition into the program the following year. This handbook is also available to download from our school website. Parents have the flexibility to purchase their child’s iPad from any retailer. With a range of Apple technologies available in today’s market, Apollo Parkways chooses to provide and approve iPads that are only 10.2” in screen size. Student owned iPads brought into a school environment must be WiFi enabled only - devices with cellular capabilities are not permitted. The technicians at Apollo Parkways install a profile on all student owned iPads allowing Grade 5 and 6 students to access the school’s Department of Education (DET) wireless network - edustar.

Students must bring a fully charged iPad to school each day to be used during class time for different learning activities.

Students are required to have their own iPad that must:

- be brought to school in a protective case
- have all school required apps installed (and the latest updated version)
- have at least 8 GB of storage available for school work



- operate on the latest iPadOS
- have access to the Google Apps for Education suite
- contain licensed and G rated software at all times

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. AppleCare Insurance is recommended in the school's 1 to 1 iPad Program Implementation handbook.

Students, parents and carers who would like more information or assistance regarding our 1 to 1 iPad Program in Grades 5 and 6 are encouraged to contact the Technology Coordinator via the main office.

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Apollo Parkways 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 Apollo Parkways Primary School, we:

- are an accredited eSmart school and sustain this status
- have elected student leaders in Grade 6 (eLearning Captains) to promote cybersafety and safe and appropriate use of digital technologies across the school
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use of 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 the whole school display of our Cybersafety Essentials posters in every learning area and participation in Safer Internet Day and eSmart Week each year.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy online 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 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, school website, compass notifications 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. This is updated annually and presented on Safer Internet Day upon the commencement of term one for students and their parents to sign and agree upon for duration of the school year.



It is the responsibility of all students to protect their own passwords 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 and/or the Technology Coordinator, 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.

The Department's policy on [Social Media Use to Support Learning](#) outlines the requirements for the use of social media by school-based staff to support student learning. Social media use must be approved by the school principal if used by staff to support student learning if there is an appropriate educational purpose. Apollo Parkways Primary School does not endorse the use of social media as an educational tool.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Apollo Parkways 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), Apollo Parkways Primary School will institute a staged response, consistent with our policies and the Department's 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
- removal of printing privileges
- removal of email 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 processes and child safety training processes



## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Policy Subcommittee
Approved by	Principal School Council
Next scheduled review date	June 2024



## ANNEXURE A: ACCEPTABLE USE AGREEMENT FOR PREP TO GRADE 2

### Acceptable Use Agreement - Prep to Grade 2

*During classroom activities students will have access to an iPad and/or laptop and have the opportunity to use a range of the school's technologies and external devices. They will also have access to the internet. Filters are in place in accordance with DET, however this does not replace the individual responsibility of each student in a home environment.*

### When I use technologies and the internet, I have responsibilities and rules to follow.

#### I agree to:

- use the internet at school to help me to learn
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- not bring or download unauthorised programs, including games, to the school or run them on school devices
- only use websites as directed by my teacher
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened by online activities
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.
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**I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet or related technologies at school if I do not act responsibly.**

**To be completed by Parent/Guardian of children in Prep, Grade 1 & Grade 2**

**Parent Permission** - this document should be read and discussed prior to signing

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and related technologies with him/her as outlined above. I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name:..... Grade:..... Parent/Guardian Signature :.....



## ANNEXURE B: ACCEPTABLE USE AGREEMENT FOR GRADE 5 AND GRADE 6

### Acceptable Use Agreement - Grade 3 and Grade 4

*During classroom activities students will have access to a laptop and/or an iPad and the opportunity to use a range of the school's technologies and external devices. They will also have access to the internet. Filters are in place in accordance with DET, however this does not replace the individual responsibility of each student in a home environment.*

**When I use technologies and the internet, I have responsibilities and rules to follow.**

**I agree to:**

- use the internet at school to help me to learn
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password/s
- not bring or download unauthorised programs, including games, to the school or run them on school devices
- only use websites as directed by my teacher
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened by online activities
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

**I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet or related technologies at school if I do not act responsibly.**

**To be completed by Parent/Guardian of children in Grade's 3 & 4**

**Parent Permission** - this document should be read and discussed prior to signing

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and related technologies with him/her as outlined above. I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name:..... Grade:..... Parent/Guardian Signature : .....



## ANNEXURE C: ACCEPTABLE USE AGREEMENT FOR 1 TO 1 IPAD PROGRAM, GRADE 3 & 6

### Acceptable Use Agreement - 1 to 1 iPad Program, Grade 5 and 6

*During classroom activities students will have access to their own iPad and the opportunity to use a range of the school's technologies and external devices. Filters are in place in accordance with the DET, however this does not replace the individual responsibility of each student in a home environment.*

**When I use my iPad, technologies and the internet at school, I have responsibilities and rules to follow.**

**I agree to:**

- abide by the guidelines and conditions in the 1 to 1 iPad program implementation handbook
- not remove the school required certificate installed on my iPad to remain connected to the Department of Education's filtered WiFi network - *edustar*
- use my iPad, technologies, *Google Apps for Education* and the internet at school for learning, use the equipment respectfully and properly and not interfere with the work or data of another student
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images. I will protect my password
- not bring to school any downloaded unauthorised programs, including games, or run them on school devices
- only use my iPad when directed by the teacher
- remember that the content on the web is someone's property and ask my teacher to help me get permission and reference accordingly if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).

**General use both at home and school. I agree to:**

- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not suitable or make me feel uncomfortable
  - someone writes/posts something I don't like, or makes me and/or my friends feel uncomfortable or asks me to provide information that I know is private
  - I feel that the welfare of other students at the school is being threatened by online activities
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- be respectful with the photos I take or video I capture and never use these as a tool for bullying or sharing without permission
- respect myself and the way I represent myself online using words and images

**I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet or related technologies at school if I do not act responsibly.**

**To be completed by Parent/Guardian of children in Grade 5 & 6.**

**Parent Permission** - this document should be read and discussed prior to signing

I agree to allow my child to use the internet at school. I have discussed the responsible use of the internet and related technologies with him/her as outlined above. I will contact the school if there is anything here that I do not understand or if anything concerns me.

Student Name:..... Grade:..... Parent/Guardian Signature :.....