

WARRANWOOD PRIMARY SCHOOL

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 warranwood.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 or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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

SCOPE

This policy applies to all students and staff at Warranwood 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:

- Warranwood 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.

Warranwood 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 Warranwood Primary School

Warranwood Primary School operates a Bring Your Own Device (BYOD) program in Years 5 and 6. Classes 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. Warranwood Primary School has made special arrangements with JB HIFI Solutions who offer discounted prices for the purchase of devices for our students.

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 Senior School Team Leader, 9876 6066.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Warranwood 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 Warranwood 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
- 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 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 Warranwood 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), Warranwood 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 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 as required
- 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	August 2024
Consultation	Education Subcommittee
Approved by	Principal and School Council
Next scheduled review date	August 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

WARRANWOOD PRIMARY SCHOOL

PREP - YEAR 4 STUDENT ESMART AGREEMENT 2024

The purpose of this document is for teachers and parents to discuss and promote the safe and responsible online behaviours that are encouraged for all students at Warranwood Primary School.

Parents are to discuss this agreement with their children to promote and reinforce safe and responsible online behaviour at home and at school at all times.

When I use digital technologies:

I communicate respectfully by thinking and checking that what I write, or post is polite and respectful.

- When I send or forward messages they will be positive and considerate.
- I will be inclusive to everyone (This means not leaving someone out to make them feel bad).
- My work will always be my own and I will include a link as a source for my information to acknowledge other people's work.
- I will communicate in a safe and thoughtful way.

I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

- I will protect my own and other's information at all times.
- I will protect my password and not share it with others.
- I will only join a space online with my parent or teacher's guidance and permission.
- I will never answer questions online that ask for my personal information.

I look after myself and others by thinking about what I share online.

- I will keep everyone's full names, photos, birthdays, school names, addresses and phone numbers private and safe because this is personal information.
- I will speak to a trusted adult if I see something that makes me feel upset, uncomfortable or if I need help.
- I will speak to a trusted adult if someone is unkind to me or my peers online.
- I will speak to a trusted adult if I know someone else is upset, scared or uncomfortable.
- I will think about what I post or share online and the possible consequences.
- I will use online spaces, apps, and sites etc. that are right for my age.
- I will not deliberately search for something rude or violent.
- I will either turn off the screen or use the back button if I see something I don't like and tell a trusted adult.
- I will be careful and respect the equipment I use.



WARRANWOOD PRIMARY SCHOOL

SENIOR SCHOOL STUDENT ESMART AGREEMENT 2024

The purpose of this agreement is for teachers and parents to discuss and promote the safe and responsible online behaviours that are encouraged for all students at Warranwood Primary School.

Parents are to discuss this agreement with their children to promote and reinforce safe and responsible online behavior at home and at school at all times.

When I use digital technologies:

I communicate respectfully by thinking and checking that what i write or post is polite and respectful.

- I will not be part of cyberbullying by sending mean messages or passing them on as this makes me part of the bullying.
- I will not be mean to others (This can include leaving someone out to make them feel bad).
- I will not copy someone else's work or ideas from the internet and present them as my own. (I will acknowledge their work by providing a link to sites or use referencing).
- I will communicate in a safe and thoughtful way.
- When I access others work I will acknowledge their ownership.

I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

- I will protect my own and others information at all times.
- I will protect my password and not share it with others.
- I will only join a space online with my parent or teachers' guidance and permission.
- I will never answer questions online that ask for my personal information.

I look after myself and others by thinking about what i share online.

- I will never share my friends' full names, photos, birthdays, school names, addresses and phone numbers because this is personal information.
- I will speak to a trusted adult if I see something that makes me feel upset, uncomfortable or if i need help.
- I will speak to a trusted adult if someone is unkind to me or my peers online.
- I will speak to a trusted adult if I know someone is upset, scared or uncomfortable.
- I will stop to think about what I post or share online.
- I will use online spaces, apps, sites etc. that are right for my age.
- I will not deliberately search for something rude or violent.
- I will either turn off the screen or use the back button if I see something I don't like and tell a trusted adult.
- I will be careful and respect the equipment that I use.



Warranwood 1-to-1 iPad Acceptable Use Agreement

iPad General Use

- Students are responsible for all information and content on the device, which should adhere to this acceptable Use Agreement guidelines for ICT.
- Students must save their own photo on the lock screen of their iPad for easy identification.
- The iPad should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- iPads may only be taken outside with the direct permission of a teacher.
- Teaching staff have the right to look at any application or file on the iPad at any time. Staff will make daily random checks on selected devices.
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device.
- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.
- I will have the standard apple iOS updates only - no beta/alpha downloads.

iTunes

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- Parents/Legal Guardians will need to purchase a \$40 iTunes voucher at the onset of the program for the purchase of core educational apps from the iTunes Store.
- Visit the school website for instructions to create an iTunes Store account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend not putting in credit card details.
- By using the iTunes software, a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- We have found that having a separate iTunes account for your child is preferable than using an existing and therefore shared account.
- A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the users' password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- School would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in the computer by opening iTunes, go to iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.



iPad Restrictions

- We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for the "Allow Content". This can be made appropriate for the Senior School age group for the different categories. The passcode should not be known by the student. A parent information session to support parents in this area and others will be conducted early in the year.

13+ Software

- There are a number of applications which have a 13+ rating on iTunes including social media and photo sharing apps, which parents are undoubtedly aware of and hopefully control. There are however many applications or services which we deem appropriate. These include: Gmail, Dropbox and Evernote. The list of suggested Apps and those we wish to use will grow over time and will be listed on the school website.

eSmart

- Warranwood Primary School is an accredited eSmart school. This is a whole school program designed in conjunction with the Department of Education and Early Childhood Development (DEECD) and the Alannah and Madeline Foundation for Australian schools. It is a comprehensive Cyber Safety Program in which students are expected to meet guidelines. This program continues to develop throughout the year. Students will also receive regular direct instruction in cyber safety issues.

Responsibility for iPad

- It is the student's individual responsibility to ensure their iPad is looked after. Like all personal items brought to school the school has no liability for damage or loss of the property.

Cloud storage

- It is important to note that we will be using the G Suite for Education as well as some other programs and apps that use cloud based storage in 2024. The Department of Education requires us to notify you that we are doing this and require permission as not all cloud storage is based in Australia. Not being based in Australia does not of course mean it less secure.

