DIGITAL LEARNING POLICY

Help for non-English speakers

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 Mount View 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 View 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.

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.

Mount View 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 Mount View Primary School

Mount View Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Mount View Primary School has made special arrangements with(JB Hi Fi) who offer discounted prices for the lease or purchase of devices for our students. Mount View 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 is 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

- · has at least 64 GB of storage

- · operates on OS 15.7 version 9th Generation or later

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 school on 9560 0471

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount View 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 Mount View 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 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Mount View 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 View 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

- Included in student diaries so that it is easily accessible to parents, carers and students

- Discussed at student forums/through communication tools

POLICY REVIEW AND APPROVAL

|	
Policy last reviewed	October 2023
Consultation	October 2023 - School Council
Approved by	Principal and School Council
Next scheduled review date	October 2025

ANNEXURE A: Acceptable Use Agreement

Digital User Agreement – 2025

Please take some time to read this Digital User Agreement with your child before giving your approval/consent.

Prep, Year 1 & 2 Students:

By ticking the boxes and signing below, you are agreeing to the following:

I will

- only use the iPads with my teacher's permission 🖼️
- not eat or drink when I am using the iPads 🚯
- handle the iPad gently 🖐️
- only go on to the internet with my teacher's permission 🌐
- only open the software/documents that my teacher has allocated 🅰️
- not play games on the iPad unless my teacher says I can ☺️
- not share my personal details, i.e. my name, school, address, photos, etc.online 🛡️
- tell my teacher or a trusted adult if I see something on the iPad that makes me feel bad 🏃
- only take photos or videos of others with permission from the teacher. 🖼️

If I break this agreement, my parents will be contacted and appropriate consequences will be applied.

Student name _____ *Signature*

_____

Parent or legal Guardian:

The following section must be read by the parent or legal guardian of the student.

In order to support my/our child's digital citizenship, I/we agree to:

- Discuss cyber safety with my/our child
- Discuss the need to follow the Digital Learning Acceptable Use Agreement
- Discuss appropriate use of technology at home and setting up family expectations for a safe and balanced use at home
- Communicate with the classroom teacher if school related online behaviours are concerning you
- Discuss the Mobile Phone Policy with your child and support them in responsible device use.

A selection of family-friendly resources has been made available on Compass

(School Documentation /Digital Learning/ Cybersafety Resources) for your reference

When you sign below, both parent and student confirm that they will adhere to the Digital User Agreement; following the above guidelines and conditions.

This agreement will remain throughout the child's 2025 school year at Mount View unless revoked in writing to the school office.

If you have any questions or queries please do not hesitate to contact your child's classroom teacher.

(Parent/Carer) Name _____ Signature _____

BYOD Digital User Agreement - 2025

At Mount View Primary School, we are committed to building a culture of respect and responsibility. We support our students to develop their digital skills in order to make a positive impact in the world. Our vision is to develop balanced, principled, inclusive, collaborative and curious learners as they navigate digital tools responsibility throughout their learning program.

What we expect from our students:

Respectful communication:

- being reflective by thinking and checking that what they share online is polite and respectful
- never sending mean or bullying messages
- not forwarding messages onto other people
- use of Netiquette and agreed rules when using online educational platforms

Be Safe

- protect my personal information by not posting identifiable information; such as full names, birthdays, school names, addresses and phone numbers
- protect the personal information of others
- protect my passwords by never sharing them with anyone except my parents or trusted adult
- only ever join online apps and sites with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

Be Responsible

- handle devices with care
- stop to think about what I post or share online; 'is it necessary? Is it kind? Is it true?'
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- seek help if I see something that makes me, or others, feel upset or if I need help
- seek help if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for or access inappropriate material
- never take photos or videos of people without their consent
- creating and presenting their own work, and acknowledging the original creators when making references.

Digital User Agreement – 2025

Please take some time to read this Digital User Agreement with your child before giving your approval/consent.

Student Declaration

When I use digital technologies I agree to be a **safe, principled, responsible and ethical user** at all times by (please tick each box):

- Keeping my device/s in my bag before and after school, whilst on the school grounds;
- Handling devices with care, and notifying my teacher of any damage or access issues;
- Never participating in online bullying (E.g. forwarding messages, or demonstrating harmful, inappropriate or hurtful online behaviours);
- Respecting others and communicating with them in a supportive manner online (E.g. When using Google Classroom or Seesaw)
- Keeping my device on 'silent' during class times; messages that need to reach me should be sent to my teacher via email or to the Office via phone call;
- Protecting the privacy of myself and others
- Not giving out personal details, including full names, telephone numbers, addresses, passwords and images of me or others;
- Only taking photos, sound recordings or videos of others with their explicit consent;
- Never posting or forwarding the images or recordings of others without their consent;
- Thinking carefully about the content I upload or share online;
- Reporting behaviours that I believe are inappropriate or make me feel unsafe, with my teacher, family and/or using the MVPS Cybersafety Incident Reporting tool;
- Using my device for educational reasons only whilst at school;
- Only accessing educational games as directed by my teacher;
- Only using apps that are age appropriate (inclusive of social medias);
- Checking with my guardian/s before downloading anything to ensure it is appropriate for me to use; e.g. considering age restrictions, parental consent requirements;
- Not downloading inappropriate programs, images or content on school devices;
- Not interfering with network systems and security, or the data of another user;
- Not using a VPN whilst on school grounds;
- Requesting permission to use images, text, audio and video, and attributing references appropriately in order to follow copyright and intellectual property rules;
- Handing my (connected) Smart Watch and phone to the teacher during school hours as per the Mobile Phones policy;

By signing the agreement, I understand that there are actions and consequences including loss of access and privileges to all digital devices and technology if I do not behave appropriately.

I understand that my teachers will monitor my device use whilst at school to help me be cybersafe.

Student name _____ *Signature* _____

Parent / Guardian Declaration

Please read this section carefully to check you understand your responsibilities under this agreement.

My responsibilities include:

- Discussing cyber safety with my/our child and explaining its importance*
- Discussing the need to follow the Digital User Agreement
- Discussing appropriate use of technology at home*
- Communicating with the classroom teacher if school related online behaviours are concerning you
- Setting up my/our own family expectations in relation to the safe, balanced and appropriate use of technology at home / outside of school hours
- Supporting the setup of my/our child's Apple ID (and keeping these details in a safe, memorable place)
- Ensuring that my child's device is accessible for learning, and not locked, between 9:00am - 3:30pm
- Consider setting up 'Family Sharing' and/or 'Screen Time' to increase security and protection of my/our child's device (highly recommended)
- Ensuring that apps downloaded on your child's device are age-appropriate and
- Contacting the office or emailing the classroom teacher in order to pass on messages to my child/ren; not contacting them directly via digital messaging services during school hours (as per the Mobile Phone policy)

*A selection of family-friendly resources has been made available on Compass/ School Documentation/Digital Learning/ Cybersafety Resources for your reference

By signing this document, both parent and student confirm that they will adhere to the BYO iPad Acceptable Use Agreement; following the above guidelines, expectations and conditions.

(Parent/Carer) name _____ *Signature* _____