PARK ORCHARDS PRIMARY SCHOOL
Digital Learning Policy
(Internet, Social media and Digital Devices)

PURPOSE

To ensure that all students and members of Park Orchards Primary School (P.O.P.S) 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 BYOD iPad device program

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and iPads)

(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 P.O.P.S.

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*
- *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:

- P.O.P.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.

P.O.P.S understand that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

P.O.P.S 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.

IPADS AT P.O.P.S.

IPads are used as a tool within in the classroom at P.O.P. Our school operates an optional Bring Your Own Device (BYOD) program, which means students from Year 2 to Year 6 are encouraged to bring a charged iPad to school each day to be used during class time for different learning activities.

STUDENTS WHO BRING THEIR OWN IPAD TO SCHOOL MUST:

- remember to bring their **iPad charged** at the beginning of each school day

- accept responsibility for their iPad and **will not leave it unattended before or after school**. They will take the iPad to their **classroom immediately when the bell rings**. If walking to or from school, they will keep the iPad in their bag. Their iPad should **not to be out of their school bag** in the school grounds at any time **except under teacher direction**

- have a **protective case** for their iPad and will transport it to and from school in a **sturdy bag (padded school bag/backpack only) as deemed appropriate by the school**

- **keep the iPad in its case** when transporting it around the school. When walking, students will always hold the iPad with two hands and handle carefully

- **keep food and drinks away** from the iPad at school

- **immediately report any accidents or breakages** to their parents and teachers

- not use their iPad in the yard before or after school or at playtimes (including OSHC)

CONTENT

- only use their iPad outside of the classroom when they have been given permission by their teacher

- download any required apps (free and paid) at home. The school will not be responsible for the management of digital purchasing store accounts. An official document will be provided to parents outlining apps that are expected to be downloaded

- only install apps that are suitable for a Foundation student to view. Teachers, in consultation with the Principal may remove any apps deemed inappropriate for school

- use the iPad only to **support their school learning program**

- put a picture of themselves on the home screen

- permit teachers and parents to **perform checks** to monitor that they have not installed illegal/unsuitable software and applications and content and to check the websites that they visit.

- understand there will be consequences for inappropriate use of their iPad not take pictures of anyone without their <u>and</u> the teacher's permission

- not publish pictures or videos of **ANYONE** on the Internet

- not use their iPads for games, FaceTime etc unless approved by their teacher

SAFETY AND SECURITY

- **only go to websites at school** that support their learning activities be **cybersafe** and **cybersmart** when using the Internet

- use the iPad lawfully and in accordance with the *Acceptable Use Agreement* guidelines regarding the **ethical use** of equipment, technology, use of legal software, use of the Internet and the protection of personal data

- For security reasons, **not to share account names and passwords** with anyone unless requested by staff or technicians for servicing/security

Please note that P.O.P.S does not have insurance to cover accidental damage to students' iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child's iPad.

Students, parents and carers who would like more information or assistance regarding our BYOD iPad program are encouraged to contact the learning technologies coordinator or the assistant principal.

GOOGLE SUITE FOR EDUCATION

The Department of Education and Training (DET) and P.O.P.S are using online learning services to support learning and teaching.

What information needs to be collected?

- Name, year level, home group and school
- Student's Department username and password
- Location information and preferred language.

Why is the information needed?

- To control access to the online services
- To prevent unauthorised access to student's work.

When could this information needs be accessed by others?

- By support staff to fix issues
- Where required by law
- Never for advertising or marketing purposes.

What are the benefits of this service for students?

- teaches students to be 'digital citizens' through the use of an online system
- provides access to digital tools for a range of classroom activities
- allows students to actively collaborate with their class on schoolwork
- provides digital whiteboard capability in group discussions
- enables students to access their classwork from different channels (i.e. laptops and iPads)
- helps students to build working relationships with each other
- promotes knowledge sharing.

What information might students store in G Suite for Education?

- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education
- Students have the ability to store and share any schoolwork related content on the platform.

Example information students can safely put online?

- Class presentation
- Conversations about classwork/assignments
- School related contact details
- Class related media
- Whiteboard notes.

Example of information students should always be cautious of putting online

- Personal mobile or home phone number
- Personal photographs and video clips unrelatede to schoolwork
- Other student's private information
- Health information
- Bank details
- Home address
- Information on racial or ethnic origin

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- Religious beliefs or other opinions.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

The school will refer to the [Cybersafety and Responsible Use of Digital Technologies Policy](#) for information on measures that we are required to take:

- to protect students from risks associated with digitally-enabled learning, and
- to respond to any online incidents

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At P.O.P.S, 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 P.O.P.S, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 safe and responsible use of digital technology

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 consented to acknowledge they have read the P.O.P.S Digital Technologies 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 as appropriate, 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.

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.

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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 P.O.P.S *Learning Community Statement, Student Wellbeing and Engagement* policy, and *Bullying and Harassment 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), P.O.P.S will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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 and Harassment 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 as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- Digital Learning in Schools
- Digital Technologies – Responsible Use

POLICY REVIEW AND APPROVAL

Policy last reviewed	Oct 2025
Consultation	Policy was reviewed and consulted in Oct 2025 by the school council School Community via Compass School Community via Newsletter
Approved by	Principal
Next scheduled review date	Oct 2027