

Digital Learning 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 by the provision of iPad devices in our prep classes, iPad and laptops in grades 1 and 2, and 1:1 school laptops for grades 3 and 6.
- (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) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Chirnside Park 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:

- Chirnside Park 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.

Chirnside Park Primary School understands 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 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.

We believe 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. 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 Chirnside Park 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 an Acceptable Use Agreement outlining the expectations of students when using digital technology at school 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
- 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 and Seesaw updates.

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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Chirnside Park 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), we 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 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:

- Included in staff induction processes
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

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|----------------------------|------------------------|
| Policy last reviewed | Aug 2022 |
| Approved by | G. Elliott – Principal |
| Signed | |
| Next scheduled review date | Aug 2024 |

Chirnside Park Primary School

Acceptable Use Agreement

Digital Technologies (Years 3-6)

When I use technology, both at school and at home I have responsibilities to follow. I agree to:

- be a safe user whenever and wherever I use technology
- be responsible whenever and wherever I use technology
- support others by being respectful in how I talk to and work with them, and never write or participate in online bullying. This includes forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviour
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others
- follow age-appropriate recommendations for online sites.

When at school I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not search inappropriate sites e.g. violent or rude content
- remember that the content on the web is someone's property and ask my teacher/parent 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
- make sure your device is plugged in to charge when it's not being used

I will 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
- 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 wellbeing of other students at the school is being threatened.

When I use any device with the capabilities to record others (video, audio, photos) I agree to:

- use it as requested for learning purposes as specifically directed by my teacher
- be responsible in my use and not use the device to find, create or send information that might be harmful, inappropriate, or hurtful to me or anyone else.
- when using a device with a camera I will:
 - only take photos and record sound or video when it is part of a class or lesson
 - seek permission from individuals PRIOR to taking photos, recording sound or videoing them (including teachers/staff)
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites, blogs, etc.

Student Section

Student Name: _____

Class: _____ **Date:** _____

I have read with my parents the Chirnside Park Primary School, Digital Technologies Acceptable Use Agreement. I agree to follow the expectations contained in this agreement.

I understand that failure to follow this Acceptable Use Agreement may result in me having my privilege suspended or revoked.

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent/Carer Section

I have read the Chirnside Park Primary School Digital Technologies Acceptable Use Agreement. I give permission for my child to participate.

I understand that failure to follow this Acceptable Use Agreement may result in my child having their privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____