

	<p>Carlton Gardens Primary School</p> <p><b>DIGITAL LEARNING (INTERNET, SOCIAL MEDIA, AND DIGITAL DEVICES) POLICY</b></p>	<p><b>Authorisation</b> December 2022</p> <p><b>Review</b> 2024</p>
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### 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

### 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.

### Scope:

This policy applies to all students and staff at Carlton Gardens 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:

- Carlton Gardens Primary School 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)

### 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.

Carlton Gardens PS 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.

### **Personal Devices at Carlton Gardens PS**

Carlton Gardens PS 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. Carlton Gardens PS has made special arrangements with, JB HI FI who offer discounted prices for the lease or purchase of devices for our students. Carlton Gardens PS 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
- iPad or iPad Mini running iOS 8 or above
- A Windows based PC or Tablet such as the Surface (Preferably Windows 10)
- A Macbook running OSX 10.9 and above.
- their teacher;
- Store their device appropriately in a designated area within their classroom when the devices are not in use to help protect their device, work and information;
- Report any damages that may occur to their teacher immediately;
- Use the internet in a safe and appropriate manner (as set out by the school's 'ICT Acceptable User Agreement') and will report any inappropriate or offensive material to their teacher so that the administration can block those sites;
- Respect and look after all devices, including their own, other students' and the school's devices.
- May not use devices to record, transmit, or post photographic images or video of a person or persons during school hours or during school activities, unless otherwise allowed by a teacher.

Carlton Gardens will **not** be using Android based tablets, due to the number of different operating system versions, and due to the difficulty we have securing them on our network.

We have chosen to have an iPad as our recommended device because of its secure nature and flexibility of use. An iPad is a powerful tool that can be easily utilised by students.

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 general office 9663 6502

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Carlton Gardens PS, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

Carlton Gardens Primary School will:

- Provide a BYOD User Agreement to list the responsibilities and expectations of each student and their families in the BYOD program;
- Have a list of recommended accessories for devices;
- Publish a Device Specification Guide that indicates the minimum requirements for devices;
- Accept no responsibility for loss or damage to, or for maintenance or repair required in a student's own device through any act or omission resulting from the negligence or otherwise of the school, a member of the school staff or of another student;
- Should damage or loss occur to a device as a result of another student's actions. The parents/ guardians of the students involved will be contacted immediately. The Principal and the classroom teacher retain the right to deal with these matters on an individual basis and in direct consultation with the families involved;
- Provide a list of recommended age appropriate applications;
- Inform parents that CGPS is not responsible for any possible device charges to your account that might be incurred during approved school- related use;
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred;
- 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
- 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
- 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.

### **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 Carlton Gardens PS'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), Carlton Gardens PS 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 processes
- Included in BYOD Information booklet.
- Made available in hard copy from school administration upon request

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	2022
Consultation	November 22: School Council school staff
Approved by	Principal and School Council
Next scheduled review date	2024