



Glenrowan Primary School
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Digital Learning (Internet, Social Media and Digital Devices) Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Language Loop - 03 9280 1955

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 Glenrowan and Winton Primary Schools.

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:

- Glenrowan and Winton Primary Schools 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.

Glenrowan and Winton Primary Schools 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. At Glenrowan and Winton Primary Schools, 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 Glenrowan and Winton Primary Schools, 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 Glenrowan and Winton Primary Schools *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), Glenrowan and Winton Primary Schools 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 transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

REVIEW CYCLE

Date Implemented	July 2022
Author	
Approved By	Glenrowan Primary School Council – July 2024 Winton Primary School Council – July 2022
Responsible for Review	Principal
Review Date	July 2027

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Glenrowan Primary School

Student Digital Technology Agreement 2022

1. **Parties to the Agreement** - The Digital Technology Agreement is between the student and parent/guardians and Glenrowan Primary School.
2. **Purpose of the Agreement** - The Agreement sets out the rights and obligations of the Students and Parents/Guardians in relation to the digital technology program offered at Glenrowan Primary School. It is important to note that the school has entered into commercial arrangements with suppliers, financiers and parents/guardians in order to facilitate the program.
3. **Participation** - In 2022, all students will participate in the program which will include iPads in Foundation to Grade 6. Students will also have access to a wireless keyboard.
4. **Period of the Agreement** - The Agreement is for one year and will conclude at the end of term 4 in 2022, or with the termination of the student's enrolment.
5. **Exclusive Use** - The school grants exclusive use of an iPad (Grade 1 to 6) and class use (Foundation) to the student in accordance with the Agreement and the associated school policies as amended from time to time.
6. **Responsibilities with respect to the program** –
 - What the school will do:*
 - Strive to enhance learning through the use of learning technologies at the school
 - Respond to enquires from parents/guardians or students in regard to the school's program
 - Respond to any breaches of the school's program in an appropriate manner
 - Maintain a copy of the relevant policies and this signed agreement on file.
 - What the parents/guardians will do:*
 - Accept responsibility for the levies and charges associated with the program, being aware of and familiar with the provisions of the school's policy documents.
 - Support the school's program by encouraging your child to take proper care of the iPad at all times and ensures that all conditions/responsibilities comply with the policies and procedures as set out.
 - What the students will do:*
 - Be aware of and familiar with the provisions of the school's agreement of use.
 - Support the program by abiding by all conditions, responsibilities and compliance with the technology policy.
 - Ensure the safety and security of the digital technologies at all times.
7. **Compliance with Policies and Manual** – Students and parents/guardians agree to comply with the provisions of the Agreements, the schools Digital Technology Policy and all other relevant policies.

8. **Breaches of the Agreement** – Adherence to the guidelines will ensure a positive, supportive, and productive learning environment for all students. Where the Agreement or policies are breached as appropriate response will be made by the school and may include, but not limited to, any of the following:
- Loss or suspension of the student’s access to school technology, network facilities and resources.
 - Removal of the digital technology and any other equipment from the student’s possession
 - Cancellation of the agreement

9. **Equipment** – The following equipment is provided as part of the Agreement:

- 1 x Apple iPad
- 1 x Power Cord
- 1 x Keyboard Case

The following equipment is not provided as part of the Agreement:

- Headphones

10. **Financial Arrangements** –

- The school will own the device and are responsible for the care, maintenance, and correct usage of the device in collaboration with the student.
- Families will be charged an ICT Levy Fee of \$30 per child which is included in your school fees from 2023.
- The school will provide theft, fire, and accidental damage insurance cover for the device. This excludes wilful damage such as liquid damage, cracked/broken screen.
- Parents/guardians will be liable for the cost of repair or replacement if the digital technology is left unsecured or is wilfully damaged by the student.

11. **Notification** – If the iPad is lost or damaged at school, students must report it to their teacher immediately.

12. **Cost** – The cost of servicing and maintaining technology is built into the school fee structure. It is not an optional payment or program. The devices leased by the school are the property of Glenrowan Primary School. Damages are not included in the school fee component.

The following items are not included in the fee payment:

Costs associated with damage – Liquid Damage, cracked or broken screen or other warranted damages - \$100

13. **Caring for your Device** - Students are provided with a case to protect the iPad. It is expected that all students’ use these protective cases at all times. Students are not to use the device when eating, drinking or around any other where liquid may damage the device.

Complete Acknowledgement and Acceptance

Student's Acknowledgement and Acceptance

I acknowledge that:

- I have read the responsibilities outlined in the Agreement
- I agree to accept my responsibilities in using the school's network, resources, and facilities
- Should I breach the Agreement, consequences may apply.

Parents/Guardian's Acknowledgement and Acceptance

I acknowledge and agree:

- To the provisions of the Agreement
- The I have read the responsibilities outlined in the Agreement
- To accept my responsibilities in using the school network, resources, and facilities
- That, in the event of wilful damage, I will be liable for the cost of the repairs of the iPad and any other equipment

School's Acknowledge and Acceptance

We acknowledge that:

- All staff have read the responsibilities outlines in the Agreement
- All staff agree to accept the responsibilities in using the school's network, resources, and facilities

Signed:

Student: _____

Parent/Guardian: _____

School: _____