

Croydon Hills Primary School

Digital Learning Policy

(Internet, Social Media and Digital Devices)



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 one to one iPad program in the Senior School (Years Five and Six).
- (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.

SCOPE

This policy applies to all students at Croydon Hills Primary School.

Staff use of technology is governed by the Department's *Acceptable Use 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:

- [Croydon Hills Primary School's Child safety Code of Conduct \(p8 Croydon Hills Primary School Child Safe and Mandatory Reporting Policy and Guidelines\)](#)
- [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 being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Croydon Hills 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 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.

Croydon Hills 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Croydon Hills Primary School will provide opportunities for all students to access and develop competencies with the broadest possible range of Digital technologies (ICT). Apple desktop computers, iPads, coding equipment (including, but not limited to Spheros and Beebots), Interactive Data Panels and other Audio Visual Equipment are used as tools that support and develop learning and enhance educational outcomes.

iPads at Croydon Hills Primary School

Learning in Years 5 & 6 at Croydon Hills Primary School is supported by the use of iPads. Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day.

Students are required to have their own iPad that must:

- not have a connection to a cellular network (no SIM installed).
- be supplied for the predominate use by the student.
- be brought to school with sufficient charge each day.
- be brought to school in a durable and protective case.
- have all apps on the required app list installed.

Please note that our school 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.

Croydon Hills Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances. Families seeking support are to contact the Assistant Principal – Wellbeing.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Croydon Hills Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Croydon Hills Primary School, 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
- reserve the right to look at any application or file on a device, or on any Croydon Hills registered domain
- 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
- 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 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.

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 Croydon Hills Primary School's [Statement of Values](#), [Student Wellbeing and Engagement](#) policy, [Inclusion and Diversity 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), Croydon Hills Primary School 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
- temporary removal of device during class time
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

- Ratified by School Council - December 2020
- Review Date - November 2022

RELATED

iPad Acceptable Use Agreement & Policy

Digital Technologies Acceptable Use Agreement