MEREDITH
Primary School

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DIGITAL LEARNING IN SCHOOLS POLICY

(Formerly Digital Technologies - Internet, Social Media & Digital Devices)

PURPOSE

To ensure that all students and members of the Meredith Primary 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

To support the school in implementing the ICT and digital technologies component of the curriculum in a safe, balanced and appropriate way, that supports and enables learning.

SCOPE

This policy applies to all students at this school.
Staff use of technology is governed by the Department's *Acceptable Use Policy.*

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.

1-to-1 learning program
Where each student has ongoing access to a digital device at school for educational purposes

Digital learning
Any type of learning that is facilitated by technology and any instructional practice that is effectively using technology to strengthen and/or transform the learning experience.

ICT/digital technologies
The 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.

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Vision for digital technology at our school

This school understands that the 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.

The school believes that the use of digital technologies 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 safely to use digital technologies 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 technology, if not used appropriately, may present risks to users' safety or wellbeing. 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.

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, including [insert details of specific programs]
- 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 (please refer to Appendix A)
- 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

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- 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 and annual information sheets.

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 and signed an 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 the 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with the school's *Statement of Values, Student Engagement & Wellbeing Policy* and the *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), the 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
- other consequences as outlined in the school's *Student Wellbeing & Engagement* and the *Bullying Prevention & Response* policies.

FURTHER INFORMATION AND RESOURCES

See links below for template Acceptable Use Agreements on the Department's website:

- Acceptable Use Agreement for Primary Schools - Template
- Acceptable Use Agreement for Upper Primary and Secondary Schools - Template
- Further information - Consent, Acceptable Use Agreements and Online Services

Reference:
https://www2.education.vic.gov.au/pal/digital-learning

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Please refer also to the school's *Personal Devices –Access Policy*.

ICT Online Planning Tool
The online ICT Planning Tool has been created to help schools simplify the planning process.
The Principal/Assistant Principal and school service technicians have default access to the tool.
Access for other staff members can be delegated as required.
The tool has clearly defined focus areas to assist schools to:
- · develop their ICT Vision
- · identify current infrastructure, hardware and fleet usage and areas for improvement
- · identify current ICT and target practices aligned with learning and teaching goals
- · develop a plan of action, including a Gantt chart, that will lead to the achievement of their identified goals
- · develop a plan for infrastructure and device management
- · plan their school ICT budget expenditure over a four-year period

To access the online planning tool, refer to: ICT Planning Tool (login required).

ICT Strategic Planning Workshops
The Principal/Assistant Principal and digital learning leaders/teams, together with their service and local technicians will give full consideration to attending the free workshops that are facilitated by the Digital Learning Services Unit, in partnership with IMTD. The full-day workshops provide up to date information, time and expert support, allowing school teams to develop/update their current ICT Strategic Plan using the online planning tool.

Please refer to the Resources Tab at the website above for further resources to support the school's implementation of digital technologies.

REVIEW CYCLE AND EVALUATION
This policy, first developed in this format in May 2019, updated in September 2019 and again in September 2020, will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET mid-June 2020). The template with one terminology addition updated in late August 2019.