THOMASTOWN MEADOWS PRIMARY SCHOOL

Digital Learning Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Thomastown Meadows Primary School on (03) 9466 1810.

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
(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 Thomastown Meadows 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 also follow our school's Acceptable User Agreement.

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

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- Thomastown Meadows 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.
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.

Thomastown Meadows 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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Thomastown Meadows Primary School operates a 1-to-1 iPad program. All students at Thomastown Meadows Primary School are delivered with the use of iPads. Students must bring a charged device to school each day to be used during class time for different learning activities.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Thomastown Meadows Primary School, 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 Thomastown Meadows 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

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- 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
- 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, information sessions and documented on the user agreement.

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.

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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 Thomastown Meadows 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), Thomastown Meadows Primary School 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
- Made available hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Consultation	School council (26-07-2022) School Community via website (01-09-2022)
Next scheduled review date	July 2024
Responsibility	Digi Tech Manager

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ANNEXURE A: ACCEPTABLE USE AGREEMENT

THOMASTOWN MEADOWS PRIMARY SCHOOL IPAD ACCEPTABLE USE AGREEMENT

At Thomastown Meadows Primary School we are honest, respectful and show empathy. We are happy, active and independent learners contributing positively to society.

Honesty, Empathy, Respect

School Profile Statement

At Thomastown Meadows Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. This form outlines our School's roles and responsibilities in supporting safe digital learning, as well as expected behaviours we have of our students when using digital or online spaces.

At Thomastown Meadows Primary School we:

- **own the iPad**. The school reserves the right to suspend the student's iPad use or terminate this contract. If there is a **parent choice absence**, the student's iPad will need to be returned to our school. **The iPad must not be taken interstate or overseas!**
- reserve the right to suspend the student's iPad use if the iPad is mistreated or if students do not uphold their responsibilities
- reserve the right to suspend the student's iPad use until the Acceptable User Agreement has been signed by both students and parents/guardians and returned to school
- are accredited as an eSmart school
- have a Student Engagement Policy that outlines our School's values and expected student behaviours. This Policy includes online behaviours
- educate our students to be safe and responsible users of digital technologies as part of the following units of work: Start Up Program, Respectful Relationships, Digitech and the Personal and Social Learning

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- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures.
    - See Duty of Care and Supervision https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx
- provide a filtered internet service on school premises but acknowledge that full protection from inappropriate content can never be guaranteed
- address issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- may be accessing **apps/services** that require an individual access account eg.Google Apps for Education (GAFE). Age appropriate apps/services will be selected and used in accordance with the publisher's terms of use
- have control of the APP store. **Students cannot download** apps music or other media onto the school iPad
- require you to sign this contract to indicate that you agree to your child creating and accessing accounts with such select providers
- will support the students to set up and use all accounts appropriately
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
    - Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent I Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)

Student Responsibilities for Safe and responsible behaviour

When I use digital technologies and the internet, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and others and thinking about how the things I do or say online

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might make them think or feel (*Ask students to reflect on how they would feel*.)

- working to stop bullying. I don't send mean or bullying messages or pass them on to others. I report any bullying that I witness to a teacher.
- creating and presenting my own work, and if I do copy something from the internet, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet, I will protect **personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect other people's information in the same way
- **protect my passwords** and don't share them with anyone except my parents and teachers
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information and the personal information of others
- know not to post identifiable information about myself or others.

When I use digital technologies and the internet, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces, sites or apps that are appropriate for my age both at school and at home and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ask others for permission before recording and posting any photos, videos etc
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- care for and look after the computer, laptops, iPads, network and all their parts
- don't open, delete or change other people's work

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- understand that everything I post online combines to make my digital footprint that may be viewed by anybody and it could be there forever.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

User responsibilities for use of the iPad
Students are responsible for:

- backing up data securely
- bringing iPads to school every day
- charging iPads using charging stations at school
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the device, both at home and school, including during lunchtime or when not in the classroom.
- not tampering with or altering any settings on the device.

The following information must be independently initialled by a parent/guardian to acknowledge your understanding.

1-to-1 program: School owned devices

Ownership	Initials
The **school owns the device** your child uses. Your paid contribution is providing your child with exclusive access to a device at school and at home.	
When the student completes Year 6 the device and accessories will be returned to the school. This includes the iPad cover and strap. Cables and chargers will be retained by the school with charging stations set up in classrooms. **Students will incur a replacement cost by the school for the iPad and accessories if they are not returned to the school in the same condition in which they were received.**	
If the student leaves the school prior to completing Year 6 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school. **Students will incur a replacement cost by the school for the iPad and all of the accessories if they are not returned to the school in the same condition in which they were received.**	

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Parents/students should be aware that files, internet history, emails, apps and accounts on the device or the school's server are not private and can be accessed by the school at any time.	
If the School Essential Requisites are not paid in full by Friday the 29th of November in any given year, then my child's iPad will be retained.	

Damage or loss of equipment

I acknowledge that my child's iPad and all accessories will be recalled for a health check at least 2 times in the year.	
If my child's iPad fails their Health Check, I acknowledge that my child's iPad and all accessories will be retained until full payment for repairs have been made.	
All iPads and batteries are covered by *Apple Care+ extended warranty. The warranty covers manufacturer's defects and normal use of the device and accidental damage for the first 2020 and 2021.	
Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the classroom teacher. The device will be locked down to the school and can be tracked. The device cannot be made operational unless connected to the school portal. If the iPad is lost, I acknowledge that I will incur an excess fee to cover the cost of insurance.	
In the case of a lost iPad, **a statement must be signed** by a parent and provided to the school. This is required for insurance purposes and no claim can be made without this statement. **I acknowledge that I am liable for replacement or excess costs for insurance claims.** The excess cost for a lost iPad is **$250.**	
Students **will** be required to replace lost or damaged cases as identified through the health check process. **Students will incur a replacement cost by the school for these accessories.**	
In the case of suspected theft, **a police report** must be made by the family and a copy of the report must be provided to the school. **I acknowledge that I am liable for replacement.** Please be aware that there is no insurance cover for theft in the open air (for example, left outside or in a room with the door left open) or if stolen from an unlocked vehicle.	
If a device is damaged or lost, the principal or their nominee will determine whether a replacement iPad is appropriate and/or whether the student can continue to retain access to a device for home use.	
If a device is damaged the excess cost for replacing and fixing iPads **is $65** for the first 2 years of the lease. **Failure to adhere to the payment plan will void the agreement and payment will then be required in full.** The school reserves the right to suspend the student's iPad use until this amount is paid. **The cost of the iPad case replacement is $41.**	
All repairs must be submitted through Thomastown Meadows Primary School repair process. Any unauthorised repairs will result in parents/guardians paying the cost of a new device to replace the original.	

*Apple Care+ and Warranty

- iPad 2 years from date of purchase
- iPad case 1 year from date of purchase

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IPAD USER CONTRACT

Acknowledgment

This Acceptable User Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, iPads, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook, Skype)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at **school,** during school **excursions**, **camps** and **extracurricular** activities, and at **home**.

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THOMASTOWN MEADOWS PRIMARY SCHOOL IPAD ACCEPTABLE USE AGREEMENT

PLEASE RETURN THIS PAGE ONLY WITH YOUR SIGNATURES
TO SCHOOL BY FRIDAY 4 FEBRUARY 2022.
THIS WILL REMAIN IN THE STUDENT'S FILE

At Thomastown Meadows Primary School we are honest, respectful and show empathy. We are happy, active and independent learners contributing positively to society.

Honesty, Empathy, Respect

Signature

Parent

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement. I acknowledge and I am aware that I may be liable for replacement costs if I have not adhered to this agreement.

School name: Thomastown Meadows Primary School

School contact names: Fiona Rosa

School contact no: 94661322

Parent/Guardian Name:

_____

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

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Student

I understand and will follow the responsibilities. I am aware that my iPad and computer usage including emails can be checked by a teacher at any time. I understand that access to the internet, online environments, email and other digital technologies are a privilege. Inappropriate use from me will mean that I will not have access to any digital technology for a set period of time as determined by the Principal.

Student name: _____Room: _____

Student Signature: _____ Date: _____

Note: This Acceptable User Agreement is updated annually, therefore contains the most up to date information available to our school.

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