

POLICY TITLE: Digital Learning (Internet, Social Media and Digital Devices)

DATE DEVELOPED: June 2022

REVIEW DATE: June 2024

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement
with the World

Academic Excellence

Inclusive Learning
Environment

Personal and Social
Wellbeing

PURPOSE

To ensure that all students and members of Essendon North Primary School's 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 Bring Your Own Device (BYOD) 1-to-1 device program in Years 3-6 and our bank of shared devices in F-2
- (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 Essendon North 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:

- [Essendon North 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

At Essendon North Primary School we will lead the way in the creative and successful embedding of technology in teaching and learning within a Primary Years Programme International Baccalaureate (PYP IB) context. Our digital citizens will be connected to and thriving in a 21st century and future learning environment, where they are supported to exceed expectations in the digital realm.

Our classrooms and global partners engage in meaningful and purposeful 21st century learning to:

- Learn and prepare for the future
- Develop information and communication skills
- Foster teamwork and collaboration
- Create multicultural understanding and appreciation
- Connect learning and teaching with the rapidly changing world.

Central to our vision is the learner and improved learning outcomes. Learning is a dynamic and interactive experience. For us at ENPS, it is a process that naturally integrates subject disciplines into one and necessitates higher level, independent thinking. Students develop meta-cognitive skills to think about thinking and learn about learning. These skills enable our students to recognise what they have learned and understand how they learned it. E-learning is an integral tool to support and enhance the quality of education for children and young people.

We will prioritize the implementation of the Digital Technologies curriculum across all areas of Essendon North Primary School. This includes:

- Coding across all Learning Neighbourhoods
- Further embedding the use of Google Suite, including Google Classroom
- Providing staff with resources and professional learning
- Literacy resources
- Department Specialist to visit to discuss Google Apps
- Setting challenges for our students.

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.

Essendon North 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 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 Essendon North Primary School

Our Year 3 - 6 students at Essendon North Primary School will have access to their own digital device in class and at home. As a school, we recommend the iPad as the preferred device for our students as they offer a more comprehensive choice of apps, have a consistent, reliable and secure operating system, and their portability and flexibility support individual student learning needs. This highly personalised device can be tailored to engage a variety of learning styles and can be differentiated to encompass a range of abilities.

Our staff have, individually and collectively, developed their curriculum, learning, and teaching using these devices as tools. By integrating the use of these devices into our learning program, we hope to empower our community and upskill them as ethical and confident users of technology to prepare them for the future.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Essendon North Primary School has made special arrangements with BeyondtheBox who offer discounted prices for the lease or purchase of devices for our students. Essendon North Primary School 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, it is recommended that the device:

- Is an iPad (preferably iPad 4 or newer [at 2022]) and operates on OS version iOS 14 or later
- Has a minimum 32GB storage capacity
- Has wi-fi connectivity
- Is equipped with a protective case
- Has Family Sharing enabled (iPads only) to enable easy management of downloads and apps
- Is equipped with a keyboard
- Is fully charged each morning
- has enough data to store school-based apps.

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 our IT Technician Darcy Wynd at (03) 9379 3979.

Safe and appropriate use of digital technologies

The internet along with digital technologies provide students with unprecedented opportunities to obtain information, create, communicate and connect with individuals, organisations and groups world-wide to increase skills, knowledge and abilities. Along with this opportunity comes risk associated with the readily available material, which may be inappropriate, or impact online safety and student wellbeing. Essendon North Primary School is committed to providing quality educational experiences for its students along with structured safety measures and information sharing about being a Digital Citizen, and being safe and responsible online and when using digital devices.

At Essendon North 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
- supervise and support students using digital technologies for their schoolwork
- effectively and responsibly 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 CommonSense Media's *Digital Citizenship Program* and Google's *Be Internet Awesome Digital Citizenship Program*
- 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 Wellbeing and Engagement* policy that outlines our school's values and expected student behaviour, including online behaviours
- have a Digital Citizenship 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 Digital Citizenship 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 and IT Technician Darcy Wynd, 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.

The digital learning portfolio app Seesaw is used across the school. This app allows us to:

- foster familiarity with and skill in using technology
- promote timely, deep student reflection
- increase the communication of teaching and learning between school shareholders.

The way Seesaw is applied is entirely student-driven. Students use Seesaw's multimedia tools to capture their learning, express themselves creatively and succinctly, reflect on the knowledge and experience gained, and share this learning process with their teacher, class and family.

Seesaw allows students to record and express their thinking and learning in a rich, relevant way; thinking by students, for students. The use of this tool will ensure students continue to develop as confident technology users, authentic reflectors, and creative problem solvers.

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.

At least two staff members should have administrative rights to Seesaw. Each administrator should have their own login to the platform. Where the platform does not allow multiple individual administrators, and a shared administrative login is required, the password must be changed when an administrator leaves the role and/or platform/application.

Student and parent behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Essendon North Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention and Response* 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), Essendon North Primary School will institute a staged response, consistent with our student engagement and behaviour policies. The stages of each breach of conduct may look as follows:

- First breach - Access to technology is removed for the learning session.
- Second breach - Access to technology is removed for the day. Parent is contacted by the classroom teacher.
- Third breach - Access to technology is removed for the school week - iPad not to be brought to school. Parent is contacted by the classroom teacher and a meeting set up with a member of The Executive Team to discuss technology use in the classroom.

Breaches of this policy by students can result in a number of further 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 and Response* policies.

COMMUNICATION

This policy will be communicated to our staff in the following ways:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

RELATED POLICIES

- Digital Citizenship Agreement
- Student Wellbeing and Engagement Policy
- Bullying Prevention and Response Policy
- Child Safety Code of Conduct
- the Department's Policy and Advisory Library:
 - [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](#)

POLICY REVIEW AND APPROVAL

Policy Last Reviewed	June 2022
Consultation	School Council Child Safety Standards and related policies communicated in Issue 8 of the ENPS Newsletter, June 2022
Approved By	Kate Barletta
Next Scheduled Review Date	June 2024

(The ENPS Acceptable Use Agreement and Digital Citizenship information is located on the following page)

Essendon North Primary School Acceptable Use Agreement (AUA) and Digital Citizenship Declaration

At Essendon North Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This Acceptable Use Agreement (AUA) outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces. The AUA outlines the expected behaviour of students and seeks informed agreement.

At our Essendon North Primary School we:

- Have a Student Wellbeing and Engagement Policy, available on our School Website [Policy Page](#) that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Incorporate programs to educate our students to be safe and responsible users of digital technologies, include formalised lessons focusing on Digital Citizenship, our Program of Inquiry Curriculum Mapping, Respectful Relationships and The Resilience Project;
- Educate our students about digital issues such as online privacy, intellectual property and copyright; which is also highlighted in our International Baccalaureate Primary Years Programme (IB PYP) mandated policy on Academic Integrity;
- Supervise and support students using digital technologies for school-directed learning;
- 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 earliest opportunity, and other measures;
 - See: Duty of Care and Supervision
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service, at school, to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - eSafetyParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

Student Acceptable Use Agreement (AUA) and Digital Citizenship Declaration

This section describes expected behaviours when using digital technologies. At Essendon North Primary School our AUA and Digital Citizenship Declaration are addressed throughout the year within the classroom learning environment. Students have opportunities to understand the expected behaviours. We provide multiple avenues to incorporate student voice and ownership, increasing the relevance and importance of this document. We ask that parents and carers are familiar with this documentation and facilitate purposeful discussions to support acceptable use and promote digital citizenship.

Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful.
- being kind to my friends and peers and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **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 my friends' information in the same way.
- protect my passwords and don't share them with anyone except my parents/carers.
- only ever join spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, 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.
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums.
- use spaces or sites that are appropriate, 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.
- 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 or scared.
- 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.
- am careful with the equipment I use.

At school we/I have:

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

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

Student Acceptable Use Agreement (AUA) and Digital Citizenship Declaration

*This section can be used to support your child to express their own ideas about safe, responsible and ethical behaviour, after discussing the information presented in the Student Acceptable Use Agreement (AUA) and Digital Citizenship Declaration. This part of the agreement is an **optional resource**.*

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)

Student Acceptable Use Agreement (AUA) and Digital Citizenship Declaration

Responsibilities of Parents/ Carers

As a Parent/ Carer of a Digital Citizen of ENPS, I will support my child to follow the Acceptable Use Agreement. I understand the following recommendations can support safe digital usage at home:

- Using mobile technology devices in a central, communal place in the house - not a private space like a bedroom.
- Spending time with your child asking them to show you the spaces they use online. Make this a regular, ongoing conversation.
- Discussing strategies your child could use if they were upset by something sent or posted online. Telling you, not responding and leaving the space immediately may be some first steps your child could take.
- Setting time limits around iPad and/or other technology device usage.
- Establishing agreed levels of personal information your child can share online. It is important that private information such as their name, address, date of birth and images are kept private.
- Encouraging your child to think before they post information online. They should be aware that once information is posted online, it can be difficult to remove it.
- Reinforcing 'stranger danger' messages and encouraging your child to question whom they trust online, as there is a real chance that people may not be who they say they are. At times this can be difficult, as the concept of friends online can include people your child does not actually know but may feel that they know after chatting with them over some time.
- Reminding your child of the importance of keeping their password a secret. More often than not, accounts are hacked by someone known to the account holder using a password they have obtained from the account holder. Apps like iPassword can help students manage multiple passwords.
- Making sure your child's online profile is set to private so that their personal information is kept secret. Please note most social media sites have a minimum sign up age of 13.
- Regulating/ monitoring group texting/ messaging as this can lead to inappropriate communication.
- Trying not to use the removal of technology as punishment for online issues. International research shows the number one reason young people give for not reporting online issues, including cyber bullying, is because they believe they will lose access to their online technology and communities.

What if students do not follow the agreement at school?

If students do not follow the agreement, classroom teachers will use the following steps as consequences:

- First breach - Access to technology is removed for the learning session.
- Second breach - Access to technology is removed for the day. Parent is contacted by the classroom teacher.
- Third breach - Access to technology is removed for the school week - iPad not to be brought to school. Parent is contacted by the classroom teacher and a meeting set up with a member of The Executive Team to discuss technology use in the classroom.

Please note: In the case of serious misuse such as involvement with cyber bullying at school, damage to other students' iPads and similar incidents the classroom teacher and school administration will deal with these on a case by case basis. Incidents will be managed individually, in accordance with the severity, at the Principal's discretion.

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ENPS Acceptable Use Agreement (AUA) and Digital Citizenship Declaration

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within this document and in the school's Student Wellbeing and Engagement Policy if I do not comply with the outlined behavioural expectations when engaging in digital learning activities.

Student Name:	
Student Home Group:	
Student Signature:	
Parent / Carer Name:	
Parent / Carer Signature:	
Date:	

Please sign and return this agreement to your Home Group teacher.