

Digital Learning Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact 98902372

PURPOSE

To ensure that all students and members of Roberts McCubbin 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 through our 1 to 1 Bring Your Own Device (BYOD) Program and usage of classroom laptops from years 3 – 6.
- b. Expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- c. Our commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to safety or wellbeing that they may encounter when using the internet and digital technologies
- d. Our 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 Roberts McCubbin 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 Use Policy.

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

- Roberts McCubbin Primary School 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.

Roberts McCubbin 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. Roberts McCubbin Primary 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.

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.

Personal Devices at Roberts McCubbin Primary School

Learning Sessions at Roberts McCubbin Primary School often incorporate the use of iPads. Students need to bring a charged iPad to school each day to use during class time for different learning activities.

Roberts McCubbin Primary School operates a BYOD program. Though not compulsory, students are asked to bring their own purchased iPad with them to school each day, with iPads being provided to students who don’t own one.

Students are required to have their own iPad that must:

- Be brought to school in a protective case
- Have at least 32 GB of storage
- Have installed the Mosyle Manager Mobile Device Management MDM app with the understanding that this will only be used to install required certificates allowing students to access the school’s filtered internet service

Please note that Roberts McCubbin Primary 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.

Roberts McCubbin Primary School has also leased a limited number of iPads to support students who are currently unable to or have not purchased their own. As these are limited, depending on the number of students without iPads, these may be shared between students or tasks modified to allow students alternate ways to complete them.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Roberts McCubbin 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 Roberts McCubbin 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
- 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 in the safe, responsible and discerning use of digital technologies, including The Alannah and Madeline Foundation eSmart program and the government-created eSafety program.
- 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 and Wellbeing* 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
- 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 safety or 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 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 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 another person has used an account, the account holder must notify the class teacher, Principal or Assistant Principal 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 or BYOD device 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 Roberts McCubbin Primary School's *Statement of Values*, *eSmart Policy*, *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), Roberts McCubbin 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 internet access privileges
- Removal of printing privileges
- Other consequences as outlined in the school's eSmart Policy

COMMUNICATION

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

- Available publicly on our school's website [or insert other online parent/carers/student communication platform]
- 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
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	7/06/2022
Approved by	Principal and School Council
Next scheduled review date	June 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

See Acceptable Use Agreement