



DIGITAL LEARNING

(Internet, social media and digital devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact Forest Street Primary School.

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 the provision of 1-to-1 Chromebooks across Grades 1 to 6 and iPads in Foundation.
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, Chromebooks, and 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

Scope

This policy applies to all students and staff at Forest Street 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:

- Forest Street 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)



Forest Street Primary School

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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 (including Chromebooks) and tablets, can provide students with rich opportunities to support learning and development in a range of ways across all curriculum areas.

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.

Forest Street 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.

1 – to – 1 Program at Forest Street Primary School

Although Forest Street Primary School does not allow students to bring personal devices to school to assist in their learning, from Grade 3 onwards the school does provide each student with a school-owned Chromebook. This Chromebook remains the property of Forest Street Primary School at all times, and stays at the school at all times. The Chromebook goes with students when they move to different grade levels – it does not stay as part of a class set. Students in Grades 1 and 2 are moving towards a model where Chromebooks are part of class sets, with enough Chromebooks provided so that the ratio of students-to-device is 1-to-1. In Foundation, students will have access to a bank of iPads in their classroom.

Prior to students being issued with their Chromebook, they are required to read and agree to the Acceptable Use Policy.

Storage of Devices while at School

When students are not using their Chromebooks, they should be stored in a classroom, in a secure storage location specified by the teacher. Chromebooks should not be stored in school bags during the day, or taken out of the classroom during playtimes. When transporting the Chromebooks, for example to and from a specialist subject, they should always be inside the neoprene pouch provided by the school.



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Damage to Devices

Through their time being used at Forest Street Primary School, Chromebooks have proven themselves to be very robust devices. If cared for properly, with all reasonable precautions taken, there should be minimal damage to the device over its lifespan. Although the school will provide technical support for all school devices, the school will not be responsible for the costs associated with deliberate damage (such as through improper handling or transport).

Bridging the Digital Divide

Forest Street Primary School is an active participant in the Bridging the Digital Divide program implemented in 2021. This provided all students in Grades 1 through to 6 the opportunity to have a Chromebook at their home, which stayed at their home always. This was to ensure all children were given equal opportunity to access technology both at home and at school. Also, should the need for a period of remote learning arise, students would have a suitable device ready at home that can be used for accessing learning programs.

Ownership of these devices was transferred to the students. The school can offer limited technical assistance, but students and carers understand that the devices were taken in “as is” condition and all costs associated with any repairs will be borne by the families.

In the event of remote learning, students in Foundation will be loaned an iPad from their classroom, with parents / carers agreeing to and signing the appropriate loan documentation. This documentation will also apply to any students in higher year levels should they need to borrow a Chromebook.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Forest Street Primary School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Forest Street 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 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, including being an eSmart school registered with the Alannah and Madeline Foundation
- 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 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. This agreement is kept on file and is applicable throughout the students' time at Forest Street Primary School.

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 appropriate classroom teacher and the I.C.T. Coordinator immediately.

All messages created, sent or retrieved on the school's network are the property of the school. This includes students using a shared document as a method of chatting with other students. 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. The school also reserves the right to inspect a student's web-browsing history if there is a reasonable belief that inappropriate content is being accessed (*See Student Behavioural Expectations*).

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.

SeeSaw

Our school uses the SeeSaw app for students to showcase their learning, where parents can provide appropriate feedback and comments on the work undertaken in or relating to classes. Parents are welcome to contact the school if they have any questions or concerns about students participating in this forum.

Students are unable to access the learning posts of other students, or comment on them, on the SeeSaw app. This function is only available to approved family members of that student. In line with the Departments privacy guidelines, video or audio will not be posted on Seesaw. Use of SeeSaw is covered under the school's Media Consent Form.



Other Social Media

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.

Staff understand that in some circumstances a relationship with parents / carers outside of the education setting may compromise, or be perceived to compromise, the professional relationship. For this reason, staff will not connect with parents through social media. Staff will communicate with parents through appropriate communication methods as endorsed by the school.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Forest Street 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), Forest Street 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:

- limiting access to devices – such as restricting use outside of essential learning tasks
- removal of network access 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
- 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



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POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by Principal	Jillian Burt
Next scheduled review date	November 2022 then every 12 months afterwards
School Council approval	Not required