Digital Learning Policy	
Date: May 2024	Review: May 2026

Help for non-English speakers

If you need help to understand the information in this policy please contact Strathtulloh Primary School office on 8560 4600 to utilise an interpreter service.

PURPOSE

This policy supports schools in implementing the ICT and digital technologies component of the curriculum in a safe, balanced, and appropriate way that supports and enables learning.

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

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 the Strathtulloh Primary School Acceptable Use Policy.

Staff, Volunteer and School Councilors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Strathtulloh 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.

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

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POLICY

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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.

Strathtulloh 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.

Personal Devices at Strathtulloh Primary School

Strathtulloh Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads.

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

- Is in good working order with no cracks to the screen and is in a protective case
- Is fully charged each morning
- Is brought to school in a protective case
- Is at least a Generation 7 or newer (no iPad minis)

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 Kai Cassar.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Strathtulloh 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 Strathtulloh 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 eSmart

- 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 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.

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 Kai Cassar, 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.

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 Strathtulloh 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), Strathtulloh 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 internet access privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

Cybersafety and Responsible Use of Digital Technologies

Strathtulloh Primary School must take steps to ensure that the ICT/digital technologies used in the school are used in a safe and responsible manner.

Refer to the Cybersafety and Responsible Use of Digital Technologies Policy for information on measures schools are required to take:

- to protect students from risks associated with digitally-enabled learning, and
- to respond to any online incidents

International Students and Online Learning

Schools enrolling international students must ensure that no more than 25 per cent of the student's total course is undertaken virtually. International students cannot be enrolled exclusively in virtual learning units in any compulsory study period (defined as two terms of one semester). Refer to: International Students Program Policy

Implementing 1-to-1 learning programs

When implementing a 1-to-1 learning program, schools must:

- clearly define the rationale and educational value of the program and identify benefits, and communicate these to families and the school community
- address equity and access, ensuring that all students have access to digital devices and can fully participate in technology-enabled learning
- provide ongoing communication and opportunities for engagement with parents/carers so that they are aware of the school's commitment to the 1-to-1 learning program and understand its provisioning process.

School councils

School councils are responsible for approving the financial and contractual arrangements for a 1-to-1 program including any parent payment contributions. In making this decision the school council is encouraged to inform itself and take into account the views of the school community.

The principal is responsible for monitoring the effectiveness of the 1-to-1 learning program. This can include consultation with the school council or other members of the school community.

Complaints

Parent complaints about the implementation of parent contributions to 1-1 learning programs can be resolved through the Department's Complaints — Parents Policy.

COMMUNICATION

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

- Available publicly on our school's parent portal The Pulse
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff portal
- Included as annual reference in school newsletter

Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

The following school policies are also relevant to this policy:

POLICY REVIEW AND APPROVAL

Policy last reviewed	27/05/2024
Approved by	School Council & Principal
Next scheduled review date	May 2026

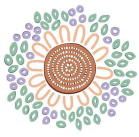## ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

📄 Strathtulloh AUA.docx (1).pdf

School profile statement

At Strathtulloh 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 form 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.

At our School we:

- Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours;
- Have programs in place to educate our students to be safe and responsible users of digital technologies *(STEM Specialist Program, Resilience, Rights and Respectful Relationships)*;
- Educate our students about digital issues such as online privacy, intellectual property and copyright and also privacy and consent considerations around the filming and photographing of others;
- Supervise and support students using digital technologies for school-directed learning;
    - Using school endorsed programs (Reading Eggs, Mathletics, Essential Assessment, Google Apps for Education)
- Provide families can with access the Privacy Impact Statements for each of the digital platforms used at school through Compass in the School Documentation menu
- 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;

o   See: [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)

    (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;

- Operate a Bring Your Own Device (BYOD) for Apple iPads — students bring in their own device, which is either purchased or leased directly by parents/carers from a third-party, which is utilised within the school for directed learning (refer to the Digital Learning (Internet, Social Media and Digital Devices) Policy;

- **Personal devices brought to school are the property of the person/parent who owns the device and are brought to school at own risk. There is no insurance, or damage cover for any personally owned devices on school property. We encourage families to seek adequate insurance for devices to cover accidental damage, loss or theft. (Refer to the Personal Property Policy)**

- 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:

    o   [Bullystoppers Parent Interactive Learning Modules](www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
        (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

    o   [eSafetyParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
        (https://www.esafety.gov.au/education-resources/iparent)

Educational Rationale

At Strathtulloh Primary School our vision is to ensure all students graduate from our school as creative, knowledgeable and talented individuals who embody respectful relationships and are passionate, positive, proactive members of the local and global community. In order to facilitate this we have recognised a need for students to have access to the use of digital technologies. Our eLearning will focus on providing students with opportunities to enhance their skills with the use of technology.

Students will be able to access educational resources such as Reading Eggs, Maths Seeds, Mathletics and Essential Assessment to compliment their learning. This may be extended to include other paid platforms for educational purposes which we will inform our community of as they become active. Student personal data will be considered and plans to assess the impact on privacy will be clearly outlined in Privacy Impact Assessments that will be available on *The Pulse* (Strathtulloh's Parent Portal).

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 classmates and thinking about how the things I do or say online might make them feel;
- reflecting on how my actions might make others feel;
- not sending mean or bullying messages or forwarding them to other people; and
- 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 and school staff;
- only ever join spaces with my parents' or teacher's guidance and permission;
- never answer questions online that ask for my personal information; and
- 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; and
- 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; and
- agreed that I will use this knowledge at school and everywhere I use digital technologies

When using devices at school I understand that I have a responsibility to myself, my classmates and staff to act in an appropriate manner. This means I:

- ensure I am only connected to the school network when at school;
- ensure my iPad is packed away safely at the end of each session;
- ensure that I bring my iPad to school each day with at least 80% charge as I will not be able to charge it at school;
- will only handle my own iPad/school iPad allocated to me;
- will bring my own headphones to be used;
- will not use my iPad when outside before or after school or during breaks;
- will follow the instructions from staff including only accessing the applications and/or websites that I have been directed to and putting away my device when asked; and
- will keep my iPad in any case or cover that my family/school have provided.

I understand that there will be a demerit point system in operation which relates to my use of devices at Strathtulloh Primary School. I will start each term with 10 demerit points, when I do not fulfil my expectations I will lose demerit points. Once I have exhausted all 10 demerit points in a term I will have my access to devices (BYOD and school devices) suspended. I will need to have a formal meeting with my parents/guardians and the Sub-School Leader to have my access to devices reinstated and to develop an action plan to support my acceptable use. For the remainder of the term I will be given 5 demerit points.

I ensure that I demonstrate the #StrathtullohHEART by:

VALUES:
Helpful
I always look after my property and the property of the school and others I always allow others to learn I always behave in a safe manner
Excelling
I always follow instructions to meet learning challenges I always behave in a positive manner in person and online I can always be counted on to be working on my own learning goals
Accepting
I always accept the decisions of the teachers in my learning space I always turn off my device when asked I always use the applications that the teacher has asked me to use I always take responsibility for my actions and understand the related consequences (which includes understanding that if I damage an iPad my parents/guardians will have to pay for damage caused)
Resilience
I always bounce back from challenges I face I always persevere with tasks and stay on track when it is challenging I always wait patiently for my turn
Trustworthy
I always use technology appropriately and responsibly I always protect my privacy and the privacy of others I always communicate in an appropriate way I always let an adult know when I feel unsafe online I always respect other people's devices by not touching them

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 Agreement

Student Agreement

_____

(principal or teacher)

acknowledges the commitment of

_____

(student)

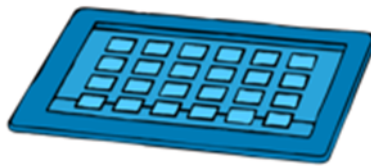to being a polite, safe, responsible and ethical user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's signature   Teacher/Principal's signature

Date

_____

STUDENT AGREEMENT:

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 the school's Student Engagement Policy if I do not behave appropriately.

I understand that there is a demerit point system to hold me accountable for my actions when using devices.

Student name:

_____

Student signature:

_____

PARENT/GUARDIAN AGREEMENT:

I have read ALL of the information provided in the Acceptable Use Agreement.

This AUA applies to ALL student owned devices.

This AUA applies to ALL school owned devices.

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 devices are for educational use and must not have access to cellular data or a VPN whilst at school. If these are detected, the student will incur demerit points and the device will be removed from the learning space and will need to be collected by a parent/guardian.

I understand and agree that I am responsible for any damages that are caused by my child to any device that is owned by our family, the school or another family. My child is to only touch/handle devices owned by our family and/or Strathtulloh Primary School.

I understand that devices that my child brings to school remain their own responsibility and Strathtulloh Primary School is not responsible for damage/loss that occurs while at school.

I understand that devices are for educational use and must not have access to cellular data or a VPN whilst at school. If these are detected, the student will incur demerit points and the device will be removed from the learning space and will need to be collected by a parent/guardian.

I have made my child aware that they are to only touch/handle devices owned by our family and/or Strathtulloh Primary School.

I have ensured that my child understands that the iPad will only be used following staff instructions whilst at school.

I have discussed this user agreement with my child.

Parent/Carer Name:

_____

Parent/Carer Signature:

_____

Date:

_____