



## **DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)**



### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact Armstrong Creek School on 03 5218 5100 or [armstrong.creek.school@education.vic.gov.au](mailto:armstrong.creek.school@education.vic.gov.au)

## **PURPOSE**

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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 (iPads) from Year 4 - Year 12.
- b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets) which is stipulated in the Bring Your Own Device (BYOD) handbook which can be located via Compass under Community section (people icon)
- 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**

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This policy applies to all students and staff at Armstrong Creek 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](#).
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- Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:
    - Armstrong Creek Schools Child Safety Code of Conduct (available via Compass and ACS website)
    - [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**

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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**

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### **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.
- Armstrong Creek 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.
- Read in conjunction with the BYOD handbook

### **PERSONAL DEVICES AT ARMSTRONG CREEK SCHOOL**

Armstrong Creek School operates a Bring Your Own Device (BYOD) program from Year 4 to Year 12. Classes at Armstrong Creek 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.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Armstrong Creek School has made special arrangements with JB HiFi who offer discounted prices for the lease or purchase of devices for our students. This information will be sent out via Compass annually.

Armstrong Creek School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Our school refers 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 fully charged each morning
- Is brought to school in a protective case

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 the office and our ICT department will contact you.

Please read the Department’s Policy on Personal Devices as well as the BYOD Handbook (the latter can be accessed on the Schools Website)

## **SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Armstrong Creek 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 Armstrong Creek 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 through PC4L lessons
- 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 and Inclusion policy that outlines our School's values and expected student behaviour, including online behaviours through SWPBS and Respectful Relationships frameworks
- have an Acceptable Use Agreement (See Appendix A) 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 and the [eSafety Website](#).

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 Home Group 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.

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.

Armstrong Creek School uses the Google Suite as the platform for learning and teaching.

See the Social Media Use to Support Learning policy.

Our school uses Seesaw (or an alternative Google Suite platform) for students to showcase their work, where parents and peers can provide appropriate feedback and comments on the work undertaken. Parents are welcome to contact their child's Home Group teacher if they have any questions or concerns about students participating in this forum.

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 the Armstrong Creek School Statement of Values, Student Engagement and Inclusion policy, and the 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), Armstrong Creek 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 Engagement and Inclusion Policy as well as the Bullying Prevention Policy.

## **COMMUNICATION**

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

- Available publicly on our school's website and via Compass for parents, carers, students and staff
- Included in staff induction processes and annual staff training
- Included in volunteer induction processes and training for relevant volunteers
- Discussed at annual staff briefings or meetings
- Included in staff handbook or manual
- Hard copy available from school administration upon request

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	November 2024
Consultation	School community & School Council
Approved by	Principal, Jessica Kelly
Next scheduled review date	November 2026

## **APPENDIX A:**

### **ACCEPTABLE USE AGREEMENT - COPY ONLY**

Families complete this agreement via Compass – Go to Events: BYOD Use Agreement

### **BYOD ACCEPTABLE USE AGREEMENT YEARS 4 -12**

Learning technologies resources are available to all Armstrong Creek School students. Google Apps for Education accounts are provided for students to use in curriculum related activities and communication with teachers. The effectiveness and efficiency of the school network relies on the proper conduct of users who must adhere to the following Acceptable Use Agreement.

It is expected that parents/guardians will read through this Acceptable Use Agreement with their child/ren and support them to understand the expectations within this agreement prior to signing.

By signing this agreement, you also agree to the use of Google Apps for Education. The Google for Education Fact Sheet can be found on Compass. (Click on Community Icon \ School Documentation \ Parent Information \ BYOD)

#### **ACCESS**

- I will only login to the eduSTAR network or other digital device at school using my school issued username and password.
- I will only use learning technologies at school (including the internet) for learning related activities.
- I will not tether/hotspot my iPad to a 3G/4G enabled device to access the internet at school.
- I will not send messages or use social media during school hours.
- I will not play games or watch movies on my iPad at school without teacher approval.
- I will not bypass or attempt to bypass the school's security and network settings.
- I will respect the privacy of others when using digital photography.

#### **SAFETY**

- I will take care to check the credentials and reliability of any information obtained from the internet.
- I will not access, store or share any offensive images, video or audio file on my Google account, iPad or other digital storage devices.
- I will not reveal personal addresses or contact numbers over the internet including my own.
- I will promptly report to staff and inappropriate material that is accidentally accessed.

#### **CARE AND MAINTENANCE**

- I will keep my iPad clean and free of graffiti and other offensive stickers.
- I will take all reasonable precautions to ensure that my iPad is not lost or stolen.
- I transport my iPad in a strong and protective case.
- I will fully charge my iPad each evening in preparation for the next school day.
- I will treat all learning technologies with respect and due care. Vandalism or any attempt to harm or destroy the data of others will result in disciplinary action.
- I will not use my iPad outside during recess or lunch without teacher approval.
- I will regularly backup data on my iPad to a computer or a cloud-based storage space.

I understand that any breach of the above expectations may result in losing my privilege to use my iPad at school