



# ARMSTRONG CREEK SCHOOL

## DIGITAL LEARNING AT ARMSTRONG CREEK SCHOOL



### 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 5 - 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](#)
- [Digital Technologies - Responsible Use](#)
- [Digital Learning](#) 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:

- 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)

# POLICY

## VISION FOR DIGITAL LEARNING AT ARMSTRONG CREEK 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 located on the schools website and Compass. An excerpt of the BYOD agreement is located at the end of this document.

## PERSONAL DEVICES AT ARMSTRONG CREEK SCHOOL

Armstrong Creek School operates a Bring Your Own Device (BYOD) program for Apple iPads. Families are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with JB Hi-Fi who have created a portal for families to purchase an Apple iPad through. This information will be sent out via Compass annually.

### Technical specifications for BYOD devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Armstrong Creek School, please ensure that it complies with the following specifications:

- *Minimum Device Models: iPad 9th Generation (2021) iPad Air 5 (2022) iPad Pro 4th Generation (2020) iPad Mini 6 (2021)*
- *Update to iOS 18 or above*
- *64GB Storage or higher*
- *Protective Case*

### Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored appropriately in class when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name

### Supports and services provided

Armstrong Creek School will provide the following technical support services for personal devices brought to school:

- Support to access software: Google Apps, Microsoft 365, Seesaw and other school approved apps.
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account








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 Lachie Ludeman, [lachlan.ludeman2@education.vic.gov.au](mailto:lachlan.ludeman2@education.vic.gov.au)

## 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,

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"> <li>We have clear expectations about appropriate conduct using digital technologies.</li> <li>Our <b>Mobile Phone Policy</b> outlines our school's expectations relating to students using mobile phones during school hours.</li> <li>We have clear and appropriate consequences when students breach these expectations, in line with our <b>Student Wellbeing and Engagement Policy</b> located on the schools website.</li> </ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"> <li>We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li> </ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li> <li>have an Acceptable Use Agreement (See Appendix A) outlining the expectations of students when using digital technologies for their schoolwork</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>We provide access to educational software for students to use.</li> <li>We create student email accounts which are non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"> <li>We supervise students using digital technologies in the classroom, consistent with our duty of care.</li> <li>We use clear protocols and procedures to protect students working in online spaces.</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li> <li>educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online</li> <li>We may access and monitor messages and files sent or saved on our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li> <li>We refer suspected illegal online acts to the police.</li> </ul>

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 and Microsoft Suite as platforms 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 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 internet and network access privileges
- removal of email privileges
- removal of device privileges
- other consequences as outlined in the school's Student Engagement and Inclusion Policy as well as the Bullying Prevention Policy.
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## FURTHER INFORMATION AND RESOURCES

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### HOW PARENTS AND CARERS CAN HELP

Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<b>Establish clear routines</b> <ul style="list-style-type: none"><li>● Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:<ul style="list-style-type: none"><li>○ Requiring devices to be used in a common area, such as a living room or kitchen</li><li>○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li></ul></li><li>● Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.</li></ul>
	<b>Restrict inappropriate content</b> <ul style="list-style-type: none"><li>● Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group.</li><li>● Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li></ul>
	<b>Talk about online safety</b> <ul style="list-style-type: none"><li>● Talk with your child about the importance of protecting personal information and recognising online scams.</li><li>● Talk with your child about age restrictions on social media and explore other ways they can connect with their friends online and offline.</li><li>● Encourage your child to talk to you or another trusted adult if they feel unsafe online.</li></ul>
	<b>Model responsible and balanced technology use</b> <ul style="list-style-type: none"><li>● Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *</li><li>● Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</li></ul>
	<b>Work with us</b> <ul style="list-style-type: none"><li>● Let your child's teacher know about concerns you have regarding their technology use</li><li>● Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</li></ul>

**\*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:**

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines,





<https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [resources for parents](#), and outlines available [counselling and support services](#).

## FOR STUDENTS

Below are our expectations of students at Armstrong Creek School when using digital technologies.

<p><b>Be safe</b></p> 	<p><b>At Armstrong Creek School, we protect personal information and keep safe online.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Not sharing our password or using someone else's username or password.</li><li>• Logging out of our devices when they are not in use.</li><li>• Restricting the personal information we post online, including images and videos.</li></ul>
<p><b>Be respectful</b></p> 	<p><b>At Armstrong Creek School, we are kind and show respect to others when using technology.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>• Acting with kindness and never bullying others online.</li><li>• Thinking about how our words might make others feel before we say or write them.</li><li>• Only taking photos or recordings of others when they are aware and have given us permission to do so.</li><li>• Seeking permission before sharing others' information online.</li></ul>
<p><b>Be responsible</b></p> 	<p><b>At Armstrong Creek School, we are honest, handle technology with care and follow the school rules.</b></p> <p>We do this by:</p> <ul style="list-style-type: none"><li>- Handling devices with care.</li><li>- Not interfering with devices, school systems, or other students' work.</li><li>- Not downloading or using inappropriate programs like games.</li><li>- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others.</li><li>- Turning off and securely storing our mobile phone during school hours.</li><li>- Not using age-restricted social media, ex to access appropriate content that is available without an account.</li><li>- Ensuring a healthy balance between screen time and offline activities at school.</li></ul>
<p><b>Ask for help</b></p> 	<p><b>At Armstrong Creek School, we ask for help if we feel unsure or see something inappropriate.</b></p> <p>We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"><li>• We feel uncomfortable or unsafe.</li><li>• We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li><li>• We notice any damage to school technologies.</li><li>• We need help understanding about a digital tool or how it can be used.</li></ul>

### Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

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 an 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	May 2026
Consultation	ACS Leadership team members and staff
Approved by	Principal
Next scheduled review date	Nov 2026

## **ANNEXURE A:**

### **ACCEPTABLE USE AGREEMENT**

Families complete this agreement via Compass – Go to Events: Information Technology and BYOD user agreement

Learning technologies resources are available to all Armstrong Creek School students. Google Apps for Education and Microsoft 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 and Microsoft accounts. The Google for Education and Microsoft Fact Sheet can be found on Compass. (Click on Community Icon \ School Documentation \ Parent Information \ BYOD)

Please submit a form for each child.

### **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 4G/5G 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 via VPN or other methods.
- 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 an iPad at school