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DIGITAL LeARNING

(Internet, social media and digital devices)

PURPOSE

To ensure that all students and members of our school community understand:

A. Orchard Grove Primary School's 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 iPad Program (Years 4 - 6)

B.   expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads, phones)

C.   OGPS' 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. OGPS' 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 Orchard Grove 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

· Orchard Grove 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.

POLICY

Vision for digital learning at our school

Orchard Grove Primary School understands that digital technologies, including the internet, apps, computers and iPads 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 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.

OGPS 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

iPads at Orchard Grove Primary School

Our school operates a Bring Your Own iPad (BYO iPad) program, which means students bring their own purchased iPad with them to school each day. For students not participating in the program, a school supplied iPad will be available during school hours.

Students are required to have their own iPad that must:

- be brought to school in a protective case and fully charged each day
- have at least 32 GB of storage
- operate on version High Sierra 10.0 or later
- have access to Google Drive and Google Docs.

The iPads must not have a SIM card installed whilst at school.

Please note that our 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.

'Messenger' must be disabled on all student owned devices. Parents are not permitted to message their children through any messaging app during the school day. Any contact must be made through the front office on 9894 3400.

Students, parents and carers who would like more information or assistance regarding our BYO iPad program are encouraged to contact Leeanne King (Assistant Principal) on 9894 3400.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At OGPS, 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 OGPS, 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 to be promoting safe, responsible and discerning use of digital technologies, including eSmart
- 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* 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, OGPS Facebook account and COMPASS - our online data management system.

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 Leeanne King (Assistant Principal) or classroom teacher as appropriate, 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.

Students who install any VPN (Virtual Private Network) on their personal device in order to bypass the DET and OGPS internet filters, will automatically be disconnected from the OGPS wireless. This will remain in place until the VPN is deleted from the device.

Social media use

Our school follows the Department's policy on <u>Social Media Use to Support Learning</u> 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 OGPS' *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), OGPS 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 email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's policies listed below.

FURTHER INFORMATION AND RESOURCES

The following school policies are also relevant to this Digital Technologies Policy:

- Statement of Values & School Philosophy
- Student Wellbeing and Engagement Policy

Review Cycle And Evaluation

This policy was last updated on Aug 2021

Ratified by School Council: 2021

Review date: 2023

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement

The Department recommends that schools require students to complete an *Acceptable Use Agreement* (AUA), describing behavioural expectations of students to use the internet and digital technology in a safe and responsible manner. At Orchard Grove Primary School, it is an expectation that teachers work through the behaviours with students before the AUA is sent home for parent discussion and agreement.

The OGPS AUA includes space for student input, allowing students to express their own ideas about safe, responsible and ethical behaviour after working through the discussion points. The inclusion of student voice will increase ownership and relevance. It will be included as part of the Acceptable Use Agreement sent home to parents for discussion and agreement.

The link below is the OGPS Acceptable Use Agreement:

- [OGPS Acceptable Use Agreement](#)