

ROLLINS PRIMARY SCHOOL

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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 the school on 52783022 or rollins.ps@education.vic.gov.au

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 [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- (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

This policy applies to all students and staff at Rollins 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:

- Rollins 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

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.

Rollins 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 Rollins Primary School

Rollins Primary School operates a Bring Your Own Device (BYOD) program from grades 3-6. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to 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 minimum 50% charged each morning
- Is brought to school in a protective case
- has at least 2 GB of storage
- operates on the latest OS version

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 [insert name, number].

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Rollins 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 Rollins 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 inviting local Cyber Safe police officers to speak to our students
- 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 their classroom teacher, and/or school administration, 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 Rollins 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), Rollins 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 email 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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual

- Discussed at parent information nights/sessions if necessary
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	2/5/22
Approved by	Principal and School Council 6/6/2022
Next scheduled review date	May 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

IPAD USER AGREEMENT

For families of students in Grade 3 to 6

1. General Information:

The iPad is provided as a tool to assist student learning. It is thus expected that the device will be maintained in accordance with school ICT policies, so that the learning of the student is not interrupted or impeded in any way.

Students and parents/carers must carefully read this Agreement prior to signing. Any questions should be addressed to the Principal or the iPad Program Facilitator.

2. Student Responsibilities:

The student is responsible for:

2.1 Bringing the iPad to school each day with at least 60% battery life remaining.

2.2 Ensuring that the iPad is connected to the school's eduSTAR network when at school.

2.3 Using the iPad responsibly and in accordance to the school rules when using the iPad, both at home and at school. This includes:

- a) Using the iPad at school as a learning tool, and staying on task at all times when using the iPad for learning activities.
- b) Ensuring that all communication is respectful at all times.
- c) Not communicating with others through their iPad when at school (unless asked to by the teacher as part of the learning activity).
- d) Not revealing personal information about themselves or others online, including addresses, phone numbers or passwords.
- e) Not touching anyone else's iPad unless asked to by a teacher.
- f) Ensuring that all content is appropriate to have at school (eg: apps, music, videos etc.).
- g) Alerting a teacher or parent/carer to inappropriate content or communications on their iPad.
- h) Ensuring that any photos or videos taken of students or teachers are not published online without permission, or used in an inappropriate manner.
- i) Ensuring that the Google Account created to be used on the iPad is used in an appropriate way.

2.4 Backing up data securely at home, either using iCloud or iTunes.

2.5 Ensuring that their device is clearly labelled so that it can be identified from other iPads.

2.6 Ensuring that no file sharing or copyright infringement software or material is installed on the iPad.

2.7 Following appropriate safety and care procedures, such as:

- a) Not packing the iPad at the bottom of a bag under heavy items that could cause the screen to crack.
- b) Handling the iPad carefully and taking care not to drop it.
- c) Ensuring that food and drinks are kept well away from the iPad.
- d) Ensuring that the protective case are left on the device at all times.
- e) Making sure that nothing is put on the iPad that is inappropriate or offensive (eg: content or stickers etc.)
- f) Ensuring that no heavy items are placed onto the screen of the iPad.

Evaluation:

This policy will be reviewed as part of the Rollins Primary School Review Cycle.

A student who does not fulfil these responsibilities may have limited access to their iPad during the school day. A meeting with parents/carers will be scheduled to discuss the infringements and resolve the situation. Serious or repeated offences will result in further consequences. Any form of cyber-bullying by Rollins students will not be tolerated.

3. Parent/Carer Responsibilities:

The student's parents/carers are responsible for:

- 3.1 Ensuring that the iPad provided is at least an iPad 2 or more recent model with camera capabilities.
- 3.2 Ensuring that the iPad provided is kept up to date with the latest Operating System available.
- 3.3 Ensuring that the iPad provided has a quality protective case.
- 3.4 Ensuring that the iPad has the required Apps downloaded and available to be used.
- 3.5 Supervising the student's iPad and internet use at home to ensure that the student is using the iPad safely and responsibly and in accordance with the school rules.
- 3.6 Parents are responsible for setting up their child's Apple ID passwords.
- 3.7 Signing in to the iPad when needed, to download the required apps.
- 3.8 Ensuring that all content on the iPad is appropriate for the student to have at school (eg: apps, music, videos etc.)
- 3.9 Teachers will ensure parents are aware of the apps needing to be downloaded for educational purposes.
- 3.10 Parents are required to take full responsibility for all apps that are downloaded via their account.

In instances where there is a dispute over the cause of the damage to a device, a Statutory Declaration stating the circumstances surrounding the loss or damage is required to be completed. Any decision concerning obligations under this Clause will be made by the Principal and will be based upon this Declaration.

Repairs to an iPad can be quite costly, so we appreciate your support in ensuring that your child looks after their device appropriately and maturely.

Student iPad User Agreement

(To be completed by students and parents/carers and returned to the classroom teacher ASAP)

I have read and agree to comply with the Rollins Primary School iPad User Agreement. I agree to comply with any changes to these policies which I will be notified of in the future.

I accept my responsibilities and the conditions outlined in this agreement.

I accept that failure to comply with the iPad User Agreement could result in disciplinary action.

_____ Student Name

Student Signature

Date

_____ Parent/Carer Name