

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 our administration team on 9782 0953.

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 Rowellyn Park 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:

- Rowellyn Park 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

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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.

Rowellyn Park 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 Rowellyn Park Primary School

Rowellyn Park Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Rowellyn Park BYOD Program

For the 2023 Netbook program, Rowellyn Park is continuing to offer a BYOD program for our students from Year 4 to 6. The use of technology is increased to allow for greater personalisation for each student to meet their point of need. The balance between digital and traditional learning is met through the use of blended and flipped learning.

Devices can be sourced from the Learning With Technology Online Portal or BYOD that meets minimum specifications. Please check with the school before proceeding.

If you require assistance in obtaining a device, please contact the school directly.

ROWELLYN PARK PORTAL

Learning With Technology, have made available our portal for the purchasing of devices. <https://rowellynpark.orderportal.com.au/>

PRICING

Three devices are available for purchase through the LWT Portal. Every effort is made to strike a balance between affordability and fit for purpose. Models are evaluated each year and advice and consultation sought from eLearning experts and vendors.

PAYMENT OPTIONS

Netbooks can be paid for outright, or by monthly payments, using facilities provided by Learning With Technology.

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WARRANTY

All devices purchased through the portal come with a three-year onsite warranty. Warranty repairs are completed by LWT Technicians. Warranty cover for the battery can be added on select devices as well.

INSURANCE

Insurance for accidental damage or loss can be added at purchase time through the portal. We strongly recommend the inclusion of insurance with your purchase, due to the cost of replacement parts. The netbook should also be included in any home and contents insurance you may have for added peace of mind.

PRE-EXISTING LAPTOPS

In some negotiated cases, a pre-existing device can be used, as long as it meets the minimum specifications set out below.

Minimum Specifications:

- A laptop with a keyboard
- Windows 10
- 128gb solid state drive
- 4gb RAM
- 6 hour battery life
- Touch screen
- Maximum screen size of 13.3 inches.

Recommended Specifications:

- A laptop with a keyboard (Hybrid, 2 in 1)
- Windows 10
- 256gb Solid State Drive
- 8gb RAM
- All day battery
- Digital pen
- Maximum screen size 13.3 inches.

TRUE BYOD

You may elect to purchase a netbook from a different retailer. You are free to do so, as long as the device meets the minimum specifications above, ideally meeting the recommended. Due to the nature of our network and system of digital learning, Chromebooks cannot be used.

SUPPLIED SOFTWARE

- Office 365 – Word, Excel, Powerpoint, OneNote.
- Cloud Storage using OneDrive, students can access their documents from any internet connected device.
- Minecraft Education Edition.
- eduSTAR Software Catalogue.
- ABTutor – software for monitoring student activity.

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

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- has at least XX GB of storage
- operates on OS version XXX or later

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 visit our school website <https://www.rowellynpark.vic.edu.au/byod-program/>

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Rowellyn Park 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 Rowellyn Park 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 [insert details of specific programs]
- 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,

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the account holder must notify [insert relevant role/s, i.e. classroom teacher, the 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.

Rowellyn Park primary school has an official Facebook page and an official Instagram page. Student activities such as camps and exhibitions will be shared and celebrated publicly through these official platforms.

Parents/carers are provided with an opportunity to opt out of this arrangement at the beginning of the school year, through Compass.

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 Rowellyn Park 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), Rowellyn Park 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

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- 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 and on Compass.
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Created date	17.7.23
Consultation	School Council and parent/carer community by newsletter
Endorsed by	Mark Henderson
Endorsed on	1.8.23
Next review date	1.8.25