DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) Boroondara Park Primary School

Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 98575157.

PURPOSE

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

(a) our 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 ratio in Grade 3 and the 1:2 ratio in our Foundation to Grade 2 classes of school provided iPads, and 1-to-1 personal device program in Grades 4-6 in 2024. A fully implemented school owned devices program will be in place from 2027.

(b) our 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 other digital technologies.

(c) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, wearables).

(d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.

SCOPE

This policy applies to all students at Boroondara 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:

- BPPS'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

- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Boroondara Park Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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.

Boroondara 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 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 people.

DIGITAL LEARNING AT BPPS

Classes at Boroondara Park Primary School are delivered with the use of iPads. In Foundation to Grade 3 students use the school's iPads. In grades 4 to 6 our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased iPad with them to school each day. The Bring Your Own Device program will be gradually phased out over the 2024 - 2026 period and replaced by the use of school iPads.

Students who are required to have their own iPad must follow the processes as outlined in our *Technology Agreement* document.

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.

Boroondara Park Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access iPads for schoolwork. We also have a number of spare iPads that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school as well as visiting our school's website which contains useful information.

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 (see Annexure A).

Privacy

It is the responsibility of all students to protect their own password and not divulge it to another person except where required for setting up the device by staff. 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 or Assistant Principal or Principal 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to the users' safety or wellbeing. At Boroondara Park Primary School, we are committed to equipping students with the skills and knowledge to navigate the digital world.

At Boroondara 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
- 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
- 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 Wellbeing and Engagement* policy, a policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement (see Annexure A) 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, 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 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 and annual information sheets.

Information on supervision arrangements for students engaging in digital learning activities is available in our *Yard Duty and Supervision* Policy.

Social media use

On occasion our school will use social media to support student learning. 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. Consent is required when student activity is visible to the public.

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 Boroondara 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), Boroondara Park Primary School will institute a staged response, consistent with our student engagement and behaviour policies.This includes incidents which occur between BPPS students during and out of school hours.

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* policy, 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual

- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tool
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Consultation	Principal School Council Staff Education Committee
Approved by	Principal and School Council
Next scheduled review date	March 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

BPPS Technology Agreement - Foundation - grade 3

BPPS Technology Agreement - Grades 4-6