**POLICY:** DIGITAL LEARNING

**Help for non-English speakers**
If you need help to understand this policy, please contact the office on 9702 2022.

## PURPOSE:

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

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our Year 4, 5 and 6 Bring Your Own Device (BYOD) iPad program
- expected student behaviour when using digital technologies including the internet, social media, robots and digital devices (including computers, laptops and iPads)
- our 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

## AIMS:

This policy applies to all students and staff at Brentwood Park Primary. Staff use of technology is governed by the department's 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.

And the school's policies:

- Child Safety Policy
- Digital Technologies Student Acceptable Use Agreement
- Bring Your Own Device (BYOD) Program – decided by school council
- Social Media Policy
- eSmart Policy

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- The 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 refer to the following definitions:

- **Digital Technologies:** *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.*
- **Cyber Bullying:** *direct verbal or indirect bullying behaviour using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website. or deliberately excluding someone from social networking spaces.*
- ***Cyber* Safety:** *the way in which people behave safely and responsibly to keep themselves and others safe when online.*
- **eSmart:** *knowing how to guard against the security and privacy risks and also being able to research information and download content ethically and legally, as well as being able to manage reputation and relationship issues whilst online.*

## VISION FOR DIGITAL TECHNOLOGY AT OUR SCHOOL:

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

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.

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

## IMPLEMENTATION:

Digital Technologies programs will be planned in accordance with the Victorian Curriculum Digital Technologies Foundation-Level 10 (VCAA).

The Digital Technologies Leaders will oversee the uploading of the school's website, Microsoft 365 management and related online spaces in accordance with the department's policies.

The *Digital Technologies Student Acceptable Use Agreement* will be sent home upon a student's enrolment at the school and signed by student and parent/guardian. This permission form will be current for the duration of the student's enrolment at school, unless otherwise advised, and includes school publications and displays - hard copy or electronic distributions, school internet site (DET), local newspaper publications, monthly bpTV news via Vimeo on the school website (security/permissions set on the site).

## BYOD:

The school operates a Bring Your Own Device (BYOD) program for years four, five and six, decided by school council through consultation with families, every two years.

Please note that the 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 device.

To support families who may be experiencing long, or short-term hardship students can access school iPads during the school day. School iPads cannot be taken home by students.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Jo Doran, assistant principal.

## SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES:

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. The school is 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 Brentwood Park, 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 uses 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 promoting safe, responsible and discerning use of digital technologies, including timetabled lessons in the Digital Technologies lab focusing on cyber safety
- educate our students about digital issues, such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of the school's values and expected student behaviour, including online behaviours
- are trained in the philosophies of the eSmart program and are provided with the information to administer cyber safety education
- have a *Digital Technologies Student 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 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
- subscribe to a DET 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 school newsletter, information sheets, website and information sessions.

Distribution of school 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 *Digital Technologies Acceptable Student 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 the classroom teacher.

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.

## SOCIAL MEDIA USE

Brentwood Park follows the policy on Social Media Use to Support Learning policy from the Department of Education and Training to ensure social media is used safely and appropriately in student learning. Parents are requested to sign the *Digital Technologies Student Acceptable Use Agreement.* The agreement requests

permission from the parents for their children to be photographed or video-taped for any school publications (first names only printed) for the following:

- school publications and displays - hard copy or electronic distribution
- school internet site (Department of Education and Training) DET
- local newspaper publications
- bpTV news on a school-based site (security/permissions set on the site)

## STUDENT BEHAVIOURAL EXPECTATIONS:

When using digital technologies, students are expected to behave in a way that is consistent with the school's values, St*udent 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), the school will institute a staged response, consistent with our policies and the department's Student Engagement 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 internet access privileges
- removal of printing privileges
- suspension

## 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
- Discussed at parent information nights/sessions

## POLICY REVIEW AND APPROVAL

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| Policy last reviewed | 14/5/2024 |
| Consultation | Consultation with school council |
| Approved by | James Bell, principal and school council |
| Next scheduled review date | May 2026 |