Digital Learning (Internet, Social Media & Digital Devices)

1.0 Rationale

Cheltenham East Primary (CEPS) provides Information and Communications Technology (ICT) facilities that enable the students to learn in a smart, safe and responsible learning environment. Our school incorporates up to date digital technologies to build upon teachers' and students' skills and knowledge in today's developing society. Computer programs and internet usage are widely spread throughout the school's curriculum so that all students are able to become capable and confident users of digital technologies, creating a generation of young people equipped to be smart, safe and responsible users.

2.0 Goals

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 optional BYOD (Bring your Own Device) Program for Years 4 to 6

(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.

3.0 Scope

This policy applies to all students at CEPS. Staff use of technology is governed by the Department's Acceptable Use Policy.

4.0 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.

5.0 Policy
Vision for digital technology at our school

CEPS understands that 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.

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

Students at CEPS will experience a sequential ICT program planned at all levels as embedded in all subject areas and taught by teachers throughout the school. Learning opportunities will be provided that cater for the identified needs of each student.

Teachers will be provided with relevant resources from DET to support ICT planning and are required to work with their respective teams to develop and implement the ICT program fully and effectively. Teachers will continue to develop their ICT skills through professional development

iPads and laptops at CEPS

Classes at CEPS are delivered with the use of iPads and/or laptops. The school has a bank of these devices for use by all students on a shared basis.

Our school also operates an optional Bring Your Own Device (BYOD) program for students in Years 4 to 6. This is an opt-in program. All students are provided equitable access to existing school owned resources such as iPads and laptops. See BYOD Information (Annexure A), Usage Agreement and Policy Statement (Annexure B) and Student and Parent BYOD Device Program Usage Agreement (Annexure C). Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact their Year class teacher.

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 device.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At CEPS, 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 CEPS, 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 the Alannah and Madeline Foundation eSmart Schools Framework.
- 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 that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement (see Annexure D) outlining the expectations of students when using digital technology at school. Teachers will ensure that prior to a student using digital resources, the Acceptable Use Agreement is signed by the student and his/her parent or guardian. This Acceptable Use Agreement is required to be completed and returned on an **annual** basis and kept by teachers in their classrooms for the duration of the year
- use G Suite for Education and ensure that all families are provided with the G Suite for Education Information Pack for Parents (see Annexure E) and are provided with the opportunity to Opt-Out if they wish.
- 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
- 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.

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.

Digital Learning (Internet, Social Media & Digital Devices)

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 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.

Student behavioural expectations

Teachers are responsible for the safe and secure storage and transport of all ICT resources including laptops, mobile devices. Students are to carry a laptop with nothing else in their hands. The lid is to be closed, they are to hold it in two hands gripping it with thumbs on top.

When using digital technologies, students are expected to behave in a way that is consistent with CEPS's Statement of Values, Student Wellbeing and Engagement policy, eSmart 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), CEPS will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.

Teachers must document any breaches of the Acceptable Use Agreement, and follow through with consequences when required. Teachers must report any incidents of bullying/cyber bullying in the eSmart Incident Report Folder which is housed in the Principal's office.

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
- other consequences as outlined in the school's Student Wellbeing and Engagement, eSmart and Bullying Prevention policies.

6.0   Resources
- School Policy and Advisory Guide:

- Personal Devices - Parent Payments and Access

- Using Social Media

- Using Digital Technologies to Support Learning and Teaching

- Bullying

- Acceptable Use Agreements for students

- Bully Stoppers

  - Cyberbullying Advice Sheets

  - Cybersafety Advice Sheets

  - Cyber Teach Toolkit - Safe and Responsible Use of Digital Technologies

  - Using Social Media: Guide for DET Employees

- Alannah and Madeline Foundation eSmart Schools

  - Alannah and Madeline Foundation eSmart

- Student Wellbeing and Engagement Policy

- eSmart Policy

- Bullying Prevention Policy

- G Suite for Education Information Pack for Parents

7.0 Evaluation
- eSmart Committee meetings

- ICT Committee meetings

8.0 Review Cycle

This policy was last updated on 14 February 2021 and is scheduled for review in February 2023.

9.0 End of Document

Digital Learning (Internet, Social Media & Digital Devices)

Annexure A – BYOD Information

Grades 4 to 6 Student & Parent BYOD Programme (Devices)

Cheltenham East Primary School (CEPS) is offering students the opportunity to bring their own device to school for classroom use.

The purposes for offering this _opt-in_ programme at CEPS include:
- Increasing engagement and achievement through the use of contemporary technologies;
- Fostering and supporting student independence and personalised learning;
- Providing students a safe and familiar environment in which to learn about respectful and appropriate behaviour with digital technologies;
- Increasing the communication and interaction between student, teacher, and home; and
- Guiding students to develop routines, set goals, and to increase their responsibility in caring for their device – _essential skills required for the transition to secondary school_.

With the recent Department of Education and Training initiative, The Education State[1], and in alignment with the relevant curriculum guide, the Victorian Curriculum – Digital Technologies[2], CEPS is embracing the challenges faced by schools across Australia – to provide an education programme that is relevant now and into the future.

The technology that students bring to school is but a single component of a complex system designed to maximise students' engagement and enjoyment of learning as best as possible. It does not replace fundamental approaches to teaching; it is simply utilised to enhance and expand upon them.

The purpose of the BYOD Programme is to facilitate our students to be lifelong learners and to leave school with the essential skills required in a rapidly evolving technological age.

The use of BYOD technology at CEPS is clearly governed by Usage Guidelines and Policies (attached). All students will be provided equitable access to existing school owned resources, such as iPads and Laptops, and as such, _this programme is optional._

Students bringing their own device will only be allowed to use them as directed by their teacher. Students must abide by the Technology User Agreement, in alignment with the Whole School ICT Agreement.

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[1] Education State: http://www.education.vic.gov.au/about/educationstate/

[2] Digital Technologies: http://victoriancurriculum.vcaa.vic.edu.au/technologies/digital-technologies/introduction/rationale-and-aims

Digital Learning (Internet, Social Media & Digital Devices)

Any student found to be infringing these rules is subject to a range of possible consequences, including: temporary removal of the device or restricted access, loss of privileges (such as access to the Internet), through to no longer being allowed to bring their device to school. In line with our Positive Behaviour Support policies and Restorative Practice programmes, all actions will be taken in consultation with the student and, where necessary, parents contacted.

Those students wishing to bring their device will need to:
- Return a *signed user agreement* to school *prior* to use at school;
- Have their device settings modified to gain access to the school network;

App downloads will be kept to a minimum. Where possible, existing online tools and free apps will be used.

If you have any questions or concerns please do not hesitate to get in touch via email or in person.

Please note, this is an *optional* programme intended to support the students in having greater access to technology. There is no need to purchase new technology for school use.

The BYOD program at CEPS is designed to support student transition to secondary school. We are happy to assist students to learn how to best use the device that they will be using for their first few years of secondary school. I encourage you to investigate the requirements of your chosen secondary school when considering which device students may use in our BYOD program.

Here is some brief information from three of our local secondary schools:

Cheltenham Secondary College
Requires all students from Year 7 to 12 to have a laptop computer.
https://www.cheltsec.vic.edu.au/laptop-program

Parkdale Secondary College
Recommends PC/Windows devices.
http://www.parkdalesc.vic.edu.au/index.php?option=com_zoo&view=item&layout=item&Itemid=169

Mentone Girls' Secondary College
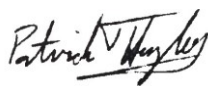Offers BYO iPad for Years 7-9, followed by BYO laptop for Years 9-12.
https://mgsc.vic.edu.au/curriculum/elearning/

Kind regards,

Digital Learning (Internet, Social Media & Digital Devices)

Patrick Hughes
ICT Leader
Annexure B – BYOD Usage Agreement and Policy Statement

Usage Agreement and Policy Statement

Introduction

The programme aims to provide students access to a contemporary learning environment via the use of mobile learning technologies. This shared responsibility extends to all staff, students and parents accessing the school Information and Communication Technology (ICT) resources and systems.

Cheltenham East Primary School (CEPS) endeavours to continue to provide ICT which:
1. Personalises and extends student learning;
2. Improves the educational skills of teachers, by providing school planning for professional learning;
3. Supports connected learning beyond the school, and
4. Supports systems for the **safe** and **appropriate** access and management of digital learning and teaching resources.

It is anticipated that this convenient access to technology will help develop a deeper understanding of knowledge and skills and improve student-learning outcomes.

CEPS is committed to achieving positive change through the introduction and implementation of a BYOD Device programme. This agreement describes the conditions for acceptable use of any Information and Communication Technologies at CEPS. Both students and parents/guardians are to read and sign this agreement as acknowledgement of an understanding and acceptance of the terms by which this technology is to be used.

CEPS Student BYOD Device Programme supports each student in the use of a Device for educational purposes and grants Internet access, subject to the following conditions:

1. The device is intended for student educational use within the classroom, on school excursions, and at home. Therefore the student will bring the device to class, have it at school each day, and ensure that they use it exclusively (i.e. the device is not to be shared with others).
2. The device will be used in accordance with the CEPS Information, Communication and Technology (ICT) Agreement, as well as the Device Programme Usage Agreement.
3. Parents will be responsible for managing their own iTunes account or Android equivalent.
4. Students must have the required apps installed and maintain enough storage space for school related files.
5. The school accepts no responsibility, and cannot guarantee support, for all student devices. (This is due to the broad variety and 'flavours' of Devices, Operating Systems, and Apps currently available. Technical support will be given where possible).

Digital Learning (Internet, Social Media & Digital Devices)

6. **Security of the device is at all times the responsibility of the student.** The Department of Education does not provide insurance for personal possessions (this applies to staff as well who may utilise their own devices at school).

7. When using their device, students should maintain correct posture and vary the activity and length of time they are using the keypad and screen to avoid fatigue.

8. Students are expected to:

   - Follow all teacher directions, including when and how to use the device.
   - Have the volume of devices muted at the beginning of each lesson.
   - Use appropriate manners when communicating electronically.
   - Provide their device to teachers and parents/guardians upon request.

9. In particular the device should:

   - Be brought to class fully charged and ready for use.
   - Not be left unattended.
   - Be stored in the classroom when not in use at school.
   - Not be used prior to 9am or after 3.30pm within the school grounds.

10. The school supports appropriate cyber safety protocols for Primary parents and students.

    - Students must keep their passwords confidential. If a student becomes aware of someone using their login information, they must inform the school immediately.
    - We recommend the device be left in a general home area/kitchen bench overnight for charging.
    - We recommend that it not to be in a student bedroom overnight.
    - The school supports parents in setting a deadline for finishing the use of devices in the evening.
    - We encourage parents to regularly check the contents of their child's device and their Internet use to ensure that appropriate websites are being used.
    - **History of machines is not to be cleared.** If a check by staff (or parents) discovers this to be the case it will be assumed that a student is guilty of misuse and infringements and loss of privileges will be applied as per ICT agreement.

11. The physical safety and care of the device also needs to be managed appropriately:

    - It must always be transported in a purpose built case, i.e. a cover protecting the top, bottom and sides of the device.
    - It should be transported to and from school inside the student's bag.
    - It should not be used near food, drink, or chemicals.
    - It should not be cleaned with any products other than those recommended.
    - During the day, classrooms will be locked at recess and lunch breaks to keep the devices secure.
    - When moving about the school, devices must be carried with care.

12. CEPS staff reserve the right to access the data on the student's device and delete data when necessary.

13. **Explicit permission is required from people whom are to be videoed, photographed or to be audio recorded. Failure to do this will see ICT infringements applied.**

14. **No photos or video will be shared to social networks (Facebook, Twitter, Flickr, Instagram etc.) without respective parent permission.**

15. The student will ensure they are not engaged in any involvement with material or activities that could put at risk their own safety, or the privacy, safety or security of the school or other members of the school community.

16. The student will take proper care of his/her device and be responsible for its safe storage. The student acknowledges that if they have been involved in the damage, loss or theft of a device, their family may have responsibility for the cost of repairs or replacement.

17. The student will abide by copyright laws. They understand that downloading any music, videos, software, etc. that they do not own, is illegal.

18. The student will not interfere with a device that belongs to another student or staff member.

19. Whilst there is a high level of security on our network, on occasions, students may encounter material that is controversial and which students, parents, teachers or administrators may consider inappropriate or offensive. It is the student's responsibility not to initiate access to such material. If a student encounters such material he/she must turn the screen off and report it to a teacher immediately. It must not be printed, copied, stored or viewed by others.

A school environment is a safe and positive environment to begin strengthening these expectations and to collaboratively work with families to resolve issues should they arise. These skills and experiences are vital for a safe and successful transition to secondary school.

This part of the agreement and policy statement is to be retained by the student and parent.

Digital Learning (Internet, Social Media & Digital Devices)

Annexure C - Student and Parent BYOD Device Program Usage Agreement
Student & Parent BYOD Device Programme Usage Agreement

This Agreement is made between Cheltenham East Primary School, and

_____ (Student name) and

_____ (Parent /Guardian name)

Date: ___Day___ / ___Month___ / 20

This Agreement relates to the use of a Device at Cheltenham East Primary School (CEPS) by the above named parent and student. Please confirm your agreement to the requirements outlined in the **Student & Parent Device Programme Usage Agreement and Policy** document, by having the student mark each check box and sign below to demonstrate this commitment. Have this affirmed by a parent/guardian by also signing below.

☐   I will take good care of my Device and will ensure it is brought to school in a protective case.

☐   I will use my Device for my own use and not make it available to other individuals.

☐   I will store my Device in a safe and secure manner when not in use.

☐   I give permission for CEPS staff and my parents to have access to the data, settings and usage logs on my Device and delete data where necessary.

☐   I will not eat or drink while using my Device.

☐   I will protect my Device by only carrying it while in the case and in my bag to and from school.

☐   I will not take video or photos of any students or teachers without their consent.

☐   **I will not upload any photos or video of any student or teacher to any social media site, such as Facebook, Twitter, Flickr or Instagram.**

☐   I will follow all teacher directions regarding my Device, including when to use my Device.

☐   I will abide by copyright laws and not claim material I have copied from the internet as my own.

☐   I will not plug in my personal device into a school computer and/or download any of my content without consent of my teacher/school (i.e. photos, videos, songs).

☐   I will not use my Device at school before 9am or after 3.30pm within the school grounds.

☐   I will use my Device in accordance with DET and CEPS Policies and expectations.

☐   I agree that, whilst at school, the Device is a learning device only and not for personal entertainment.

☐   I will follow the procedures outlined above.

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☐   I understand and agree to the stipulations outlined in the above document, the Device Usage Agreement and Policy Document.

THE PARTIES LISTED HAVE AGREED TO THE ABOVE USAGE AGREEMENT FROM THE ABOVE DATE:

Signed: _____

Name of Student: _____

CEPS Username: _____

Device PIN / Password: _____

Signed: _____

Name of Parent: _____

Signed: _____

CEPS ICT Technician:

Signed: _____

CEPS ICT Leader:

This part of the agreement and policy statement is to be returned to school.

Digital Learning (Internet, Social Media & Digital Devices)

Annexure D – Acceptable Use Agreement

eSmart ICT ACCEPTABLE USE AGREEMENT

Name: ……………………..   **Grade: …………………**

Respect the resources, use them properly and they'll keep working for you.

Cyber Bullying is taken seriously and will not be tolerated.

Conditions of usage:

I agree that:

- I must be patient and allow time for applications to open.
- I must log on using only my class "user name".
- I must use my own "user name" when accessing internet sign in programs
- I will only save appropriate files for my school work.
- I will only download items related to my school work.
- I will take care when printing and limit the number of printed copies to avoid high costs.
- Network facilities, including the internet, are to be used for school work purposes only.
- Educational games that are used at school are only to be used with teacher permission.
- All plugs and leads to the computers are to remain as found.
- I will handle, carry and use digital resources safely to avoid damage and harm.
- I will use digital resources safely to avoid damage and harm.
- I will not change settings on the computers.
- Food and drink should be kept away from computers at all times.
- When I finish using a digital resource, I will log off correctly and leave the room/working area in a neat and tidy state. Failure to log off correctly may result in missing out in the future.
- I will report any inappropriate website I find by accident and leave it immediately.
- The content of my communications, eg. email messages, blogs and downloads must be appropriate and respectful at all times.
- I will only play music with my teacher's permission.

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I have read the conditions of usage and understand their purpose and will abide by them. I acknowledge that Cyber Bullying is taken seriously and will not be tolerated. I realise that inappropriate use of any resources will result in consequences which include loss of privileges.

Student Signature: …………………………………...

Parent Signature: …………………………………

Teacher Signature: …………………………………

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Annexure E – G Suite for Education Information Pack for Parents

G Suite For Education
INFORMATION PACK FOR PARENTS

The Department of Education and Training (Department) and your school are using online learning services to support learning and teaching. This pack provides information on one of the online services, G Suite for Education and advice in relation to its safe and responsible use.

What information needs to be collected?
- Name, year level, home group and school.
- Student's Department username and password.
- Location information and preferred language.

Why is this information needed?
- To control access to the online services.
- To prevent unauthorised access to student's work.

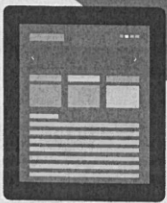**When could this information be accessed by others?**
- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

G Suite for Education is an internet based service provided by Google for classroom activities. It provides students with access to online education services such as:
- Classroom
- Gmail
- Drive
- Calendar
- Vault
- Docs
- Sheets
- Forms
- Slides
- Sites
- Hangouts

This online service is a collaboration tool which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Google may be updated from time to time, but are only made available to students once they have been reviewed and approved by the Department.

For more details on G Suite for Education visit:

https://edu.google.com/k-12-solutions/g-

What are the benefits of this service for students?
- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in G Suite for Education?
- In addition to the information needed to provide access to G Suite for Education (student's username, password, name, year level, home group, school, location information and preferred language), student's schoolwork will also be stored in G Suite for Education.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in the USA, Chile, Taiwan, Singapore, Ireland, Netherlands, Finland and Belgium.

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THE EDUCATION STATE

SCHOOLS

How can you help protect your student's information?

Whilst your school provides your student's Department username and password to Google to enable them to only access their own information on G Suite for Education, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use G Suite for Education for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. Remind them that anything uploaded to G Suite for Education can be viewed by teachers.

In rare cases, Google's technical support team may have access to information stored in G Suite for Education.

Please note that Google will never contact you or your child directly. If you or your child are contacted by anyone claiming to be Google support, contact your school immediately.

✔ **Example information students can safely put online**

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✘ **Example information students should always be cautious of putting online**

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

G Suite for Education - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to G Suite for Education and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name:

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