

DIGITAL LEARNING POLICY

(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 SEPS office.

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
- (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 Sandringham East Primary School while onsite.

Staff use of technology is governed by the Department's *Acceptable Use Policy*.

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:

- Sandringham East Primary School's Child safety Code of Conduct - <http://www.sandringhameastps.vic.edu.au/policies.html>
- [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 technology at our school

Sandringham East PS 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.

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 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.

Sandringham East PS 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.

1-1 Laptops at Sandringham East PS

Students in Levels 3 to 6 have the opportunity to participate in our 1-1 laptop program at Sandringham East PS. Students participating in this program are asked to bring their fully charged laptop to school each day unless directed by their class teacher. Students not participating in the program will have the opportunity to use a school based laptop which remains at school.

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.

Sandringham East PS can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

The 1-1 laptop program has four entry points:

1. parents purchase a laptop from a specified list through our Learning With Technologies portal. Listed devices have been approved by the School Council.
2. students bring their own device which meets the specifications nominated by the school
3. students bring a second hand device (from a sibling) that has already participated in the program up until it is 4 years old
4. students use a school-based device. The device is owned by the school and does not leave the school premises.

School Council approved Learning With Technologies portal.

<https://www.orderportal.com.au/Welcome?ofid=292&eid=1668>

By using the portal, parents have the choice of 3 laptops ranging in prices and the option to add a bag and insurance. Laptops are delivered to Sandringham East PS and our DET technician images the laptop for the students. Ongoing technical support at home and school will be provided for 3 Years from the LWT and SEPS technicians.

BYOD

BYOD must meet the strict school specifications listed below to be connected to the SEPS Wifi network. Conditions of this option are:

1. SEPS notified by parents that a BYOD will be brought to school
2. Minimum technical requirements met and verified by SEPS technician
3. Waiver signed stating parents take responsibility for all upkeep and damages
4. The device will be connected to the SEPS Wifi by the SEPS technician
5. Students / Parents to download Edustar software during out of school hours at school
<https://www.edustar.vic.edu.au/>
6. No technical support at school by the SEPS technician or teachers

BYOD Minimum Requirements:

Laptop or Tablet with non-Bluetooth keyboard (not Chromebook or MacBook or Mac Product), Windows 10, RAM / Memory – min 4GB, WiFi 802.11n capable, at least 1 available USB port, Screen size – 11” min, Weight – less than 2KG, Bag.

Second Hand Devices

Currently SEPS has an agreement with the parent community regarding second hand devices from previous 1-1 laptop programs being brought to school and imaged by a SEPS technician. This agreement will continue until the device is 4 years old.

School Devices

Sandringham East PS has in place arrangements to support families who may be experiencing long or short-term hardship to access digital technologies by providing access to school based devices during school hours.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the eLearning Coordinator, Assistant Principal, Principal or view the laptop information on the school website. <http://www.sandringhameastps.vic.edu.au/laptop-program.html>

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Sandringham East PS, 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 Sandringham East PS, 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 school learning environment

- use MS TEAMS and Office 365, approved by School Council, for students and staff to collaborate on learning tasks, planning and assessment. Webex is used by students, staff and parents during times of remote learning.
- 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 participating in The Cybersafety Project program, guest speakers (Susan Mclean), eSafety Digital Licence
- 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 technology at school and during school hours of Remote learning from home.
- 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 and annual information sheets.

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 or eLearning Coordinator or Assistant Principal or Principal 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.

Digital devices and virtual classroom

Sandringham East PS follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Sandringham East PS will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the Library or in the Admin Building.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored daily by staff

- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

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.

- Currently our SEPS Facebook page is used by the school to communicate news and events to the community. Students do not have access to this site.
- At the start of each year all parents / carers have the option to ‘opt-in’ giving ‘Media Permission’ which includes use of the students’ image in the school newsletter, website, Facebook page and YouTube channel. This is renewed at the start of every school year but can be changed during the year at the parent’s request.
- Permission for Promotional and Marketing materials for the school is requested by the Principal to the families on an at needs basis.

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, DET policy requires the staff member to ask the student to ‘unfollow’ them, and to notify the school and/or parent or carer.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Sandringham East Primary School’s *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. <http://www.sandringhameastps.vic.edu.au/policies.html>

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), Sandringham East PS 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 including MS Office 365 and Teams
- removal of printing privileges

- other consequences as outlined in the school’s Student Wellbeing and Engagement and Bullying Prevention policies and the Students Acceptable Use Agreement.

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 as annual reference in school newsletter and on Compass
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council: 13 September 2022
Approved by	Principal & School Council: 13 September 2022
Next scheduled review date	August 2023