

# Fitzroy North Primary School

## Digital Learning Policy

Date Reviewed: November 2022

Review Cycle: 2 Years

School Council Ratified: December 2022

Next Review: 2024



### Help for non-English speakers

If you need help to understand this policy, please contact the Fitzroy North Primary School office on 9481 5860.

## 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 Fitzroy North 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:

- Fitzroy North 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

### **Vision for digital learning at our school**

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

At Fitzroy North Primary School our community fosters a sense of tradition and innovation. The intent is to provide our students with "anywhere, anytime" inclusive, engaging learning. 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.

Fitzroy North Primary School’s CONNECT program is for students in Grades 3-6 in 2023.

Whilst the school is continuing to invest in digital technologies infrastructure, the CONNECT program acts as a collaborative partnership between our school and families providing students with personalised access. Students will experience a range of digital technologies as they progress through their schooling, developing their skills and understanding to contribute in an increasingly digital world.

It is important to note that the CONNECT program is completely OPTIONAL. With limited numbers of school devices, participating in our CONNECT program supports your child's learning and contributes to our whole school community, by ensuring school devices can be used to maintain equitable access for students.

Devices in the classroom are used as a tool to support and enhance learning. Access to a personal device reduces time required for students to source charged devices, log-in or save work. Other advantages include continuity when working on the same device over multiple sessions, ready access to digital data stored on the device (e.g. photos) and access to creative tools (the apps/tools available will depend on the chosen device).

The school has been keen to provide flexibility for families around the choice of devices as part of the CONNECT program, to ensure devices are at different price points and suit the needs of a family. All devices will be connected to the internet at school, with the existing firewall that limits online access. Students will be to use their personal device to access Google for Education tools that are used increasingly through the middle and upper primary classes to support learning (for example, using Google Docs, Google Sheets, Google Slides and Google Classroom), which also helps connect school and home learning.

The school supports routines that help students to take care of their devices at school and transport them to and from school safely. Students will learn to use, store and carry the devices safely.

## PERSONAL DEVICES AT FITZROY NORTH PRIMARY SCHOOL

### Ownership Model and Specifications

In 2023 students can bring in a new or used family-owned device to use at school. The devices that are preferred for FNPS are:

Device
iPad range (iPad, iPad Air, iPad Pro) with an accompanying keyboard
MacBook range (MacBook, MacBook Air, MacBook Pro)
Chromebooks (Including Lenovo Thinkpad 11E, Lenovo IdeaPad, HP 15A-NA0 and Asus CX1)*

*\*If a family chooses to bring a Chromebook, it is necessary to purchase a management licence with the device. This will allow the device to be enrolled into the Department of Education and Training system and students will be able to login using their school credentials. Devices can still be used at home, either with school credentials or a private Gmail account. It is advised that families contact the school about this option prior to purchasing a device.*

Equality and inclusion is a focus at FNPS, therefore school purchased devices will remain available on a shared basis to families who are not able to or choose not to bring their own device.

Another option that is available to families who are looking to join the CONNECT program is leasing programs. Some of the options on offer include:

- JB Hi-Fi - in store payment plans
- Officeworks - offer a couple of 'buy now, pay later' options, including zipPay and Afterpay.
- Harvey Norman - in store payment plans and Latitude payment options
- Apple - *\*this is not a payment plan\* but they do offer student discounts*

Those wishing to start or continue with the CONNECT program will have to ensure their device meets the criteria and accessory list below:

- $\geq 5$ -hour battery life
- $\geq 10$ -inch screen\*
- $\geq 64$ GB internal storage
- Protective sleeve or case

*\*We recommend the 10-inch screen minimum for greater screen size to reduce eyestrain. We also understand that the size of the student's backpack and fitting it into the school bag is an important consideration.*

### CONNECT DEVICES

- CONNECT devices are privately-owned and as a result, will not have service contingencies upon breakdown

- No responsibility for damage or loss is offered by the school for devices
- Maintenance and management of the device is at the parent's discretion
- Content and programs must be appropriate for school use
- During school hours, laptops will be locked up while not in use (i.e. at recess and lunchtimes)

### GUIDELINES FOR PARTICIPATION

Before students can participate they must:

- Adhere to the device specifications and requirements listed
- Have anti-virus software installed
- Students who participate in a CONNECT user program at school must ensure they are familiar with their roles and responsibilities.
- For insurance and educational purposes, it is mandatory that the device goes home each night. This will also ensure the device is fully charged each night ready for the school day.
- We ask that devices be fully charged at home each night. This is to ensure there are no trip hazards in the classroom, and so that students can work easily in the different learning spaces around the school.

### ROLE OF PARENTS

Parents should ensure their child understands the following:

- The rules and regulations set out in the 'Acceptable Use Agreement'
- The policies and procedures for participating in the school's CONNECT program
- The process for care and maintenance of the device
- Restrictions and rules to keep students safe

In addition, parents are required to:

- Sign the CONNECT user agreement
- Ensure you have an appropriate internet filter at home

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 contact Toby Russo, Assistant Principal.

### INSURANCE

***It is the responsibility of the student/family to ensure their device is adequately covered by insurance.***

The school can take no responsibility for damage or breakage caused to the device. Insurance must cover the device comprehensively against damage and theft for both inside and outside the school.

It is the student's responsibility to ensure their device is secure. Devices will be collected and securely locked within the classroom during recess and lunch times. Devices must go home each day, over weekends and during holiday periods.

Measures should be in place to monitor and minimise the occurrence of loss and theft. These should be considered as part of the insurance policy.

### CARING FOR CONNECT DEVICES

The following conditions should be adhered to to ensure device longevity:

- Always store your device in a protective cover or case
- Avoid storing it in your backpack without protective cover – pressure from books can damage the screen and hinges
- Do not store anything additional to the device within the protective sleeve (e.g. cords, papers or disks), as this may damage the screen
- Carry your device within its protective cover inside your normal school bag. Do not overfill your school bag. (Pressure on devices can cause permanent damage to the screen and other components)
- Do not grab or squeeze laptops or iPads (this can damage the screen and other components)
- Never leave your device in a car or in an exposed area where it can be stolen
- Never leave your device in unsupervised areas during the school day. They are to be securely locked in storerooms provided in each classroom or classroom doors are to be locked.

### APPEARANCE AND PERSONALISATION

CONNECT devices are to be clearly labelled, identifying its owner. Students may personalize their desktops and protective covers but any images must be appropriate. Students must back up their devices to ensure they do not lose any of their work using their Google drive account, an external harddrive or cloud based storage.

The laptop belongs to the student/family and should be named in the case it is lost. Engraving and permanent labelling may be a good option. Please turn on and enable any tracking services offered by the device (such as 'Find my Mac')

### SHARING

Students do not share their CONNECT device whilst at school. The device is the sole property of the student and will not be shared or operated at any time by any other student.

While the school does not oppose siblings sharing a computer at school, the management of this may be difficult, as students tend to use computers at the same time. The benefit of students having their own computer is that they don't need to search for one. The time taken to walk between buildings (if senior and junior) this would be an inefficient use of learning time.

### INTERNET USAGE

The school uses a 'Netspace' filter which is provided by the Department of Education (DET). It is regularly updated and reviewed by staff to ensure students cannot access inappropriate content. Students are taught and reminded to notify teachers should they stumble across anything that makes them uncomfortable so that these sites can be added to the comprehensive list and blocked.

Use of CONNECT devices by students is governed by the Acceptable Use Policy that students and parents agree to for use of devices within the school. Parents are also asked to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the school environment.

Any inappropriate use of the Internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

***Note: The school image does not filter home Internet. Parents are responsible for ensuring that the Internet at home has an appropriate filter.***

### VIRUS PROTECTION

Viruses have the potential to severely damage and disrupt operations within the school and DET's computer networks. As students have the right to connect to the internet from home, they should take all steps to protect the school and DET's computer network from virus attacks. CONNECT devices must have anti-virus software installed. Devices will not be connected to the school internet unless they have anti-virus protection.

Students are recommended to:

- Not to open any files attached to suspicious or unknown emails
- Exercise caution when downloading files from the Internet. Save the files to the hard disk and run the virus scanner on the file before opening them
- Delete chain and junk emails and not forward or reply to any of these
- Never reply to spam. Spam email messages can contain viruses that notify a third party of the legitimacy of an email address and then add the recipients to the spammer's database. They can also consume a large amount of disk space on the server, which slows computer networks.
- Be aware that peripheral devices (e.g. USBs) used across platforms may carry viruses and/or Trojans.

### **NON SCHOOL FILES AND APPLICATIONS**

Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Personal streaming, MP3 and other music files may be stored on devices. Downloading music, games and videos from the Internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to approved digital music and/or participate in educational games on their devices while at school when given express permission by a teacher for an educational purpose. Crude or explicit music or images will not be permitted at any time.

It is the student's responsibility to ensure that there is enough hard drive space and memory available to engage in all educational requirements.

Copyright is a significant issue with the increased access and availability provided through devices.

In developing our policy we considered:

- Music, MP3s and games can be used for many subject areas to support learning
- There is potential for distraction and disruption
- There is potential piracy, moral and ethical issues
- There are implications for storage and bandwidth.

In establishing a policy around non-school applications such as games, there needs to be a clear set of expectations and an attitude that promotes responsible use, rather than the more punitive deficit model.

### **TECHNICAL SUPPORT**

The school employs an ICT technician who, depending on the issue, can offer advice and support.

Please keep in mind:

- The school technician is unable to provide additional services such as repair.
- The technician is not to be contacted directly by parents, any problems are to be logged by the classroom teacher as soon as they arise.
- Education will be the key to minimise technical support overheads.

### **WEB SAFETY**

Students must abide by the school's User Agreement and Internet/Email Code of Conduct whenever the school equipment or services are involved. This includes the CONNECT devices regardless of location. We encourage open communication and conversations between parents and students to establish and understanding of how and what devices are used for.

The Internet User Agreement Policy contains specific responsibilities to ensure student safety:

- Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images and passwords
- Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
- Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

### **POWER SUPPLY MANAGEMENT**

- All CONNECT devices are to be fully charged at the commencement of every day
- Simple development and reinforcement of the importance of the charging policy will ensure it does not become a classroom management issue
- Use of power cords at school involves numerous practical and safety issues.

### **BACK/UP RECOVERY**

Students will be responsible for their own backup of critical data at all times. This may be through a USB, external drive, or cloud-based backup to regularly save important work.

- The backup of a student's critical data is the sole responsibility of a student.
- The issue of students' backup and data storage, and whose responsibility it is, has been considered by both technical staff and teachers, as it has ramifications for both technology and classroom management.

### **CARING FOR YOUR CONNECT DEVICE**

Packing away your device

- Store your laptop bottom down
- Don't wrap the cord too tightly around the power adaptor because this might damage the cord.

Handling your device

- Try to avoid moving your device around when it is on. Before switching on, gently place your device on a stable surface and then switch on
- Always close the lid of your laptop when transporting
- You still need to be careful with your device while it is in the bag. Always place protective cover gently down
- Be careful when putting the device in the car that no other items are on top of it and nothing will roll onto the device
- Devices should be switched off before being put into the protective cover.

Operating conditions

- Don't place objects on top of your device and never carry it around while it is turned on
- Avoid exposing your device to direct sunlight or sources of heat such as desk lamps

- Avoid exposing your device to dust, dirt, rain, liquids or moisture
- Avoid exposing your device to heavy shock or vibration.

#### Protecting screens

- LCD and OLED screens are delicate – they don't like being poked, prodded, pushed or slammed
- Never pick up your laptop by its screen
- Don't slam the screen closed
- Be gentle when putting your device down.

#### To clean your screen

- Switch off your device
- Lightly dampen a non-abrasive cloth with water and gently wipe the screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen.

#### AC adaptor

- Do not step on your power cord or place heavy objects on top of it. Keep your cord away from heavy traffic areas
- When unplugging the power cord, pull on the plug itself rather than the cord
- Do not wrap your cord tightly around the adaptor box
- Be aware of the power savings that come from running your laptop effectively from battery after being fully charged. This can amount to a significant amount per year.

#### Keyboard

- Gently brush your keyboard with a clean soft-bristled paintbrush or similar to remove dirt
- If any key tops are missing or keys are in a damaged state, take your device to a licensed repairer to be fixed immediately. A single key top can easily be replaced but continuing to use the keyboard with a missing key top can result in having to replace the entire keyboard.

#### Case cleaning

- Use a non-abrasive cloth

Spray cleaner on to cloth to moisten, but do not spray the device directly. Rub gently.

### **SUPPORT AND RESPONSIBILITY**

Fitzroy North Primary School uses the Internet as a teaching and learning tool. We see the Internet and personal devices as valuable resources but acknowledge they must be used responsibly. Your child has been asked to agree to use their CONNECT device responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

#### At Fitzroy Primary School we:

- have a cyber safe and responsible use program across the school. We reinforce the school code of conduct values and behaviours when using technology and the internet.
- provide a filtered Internet service
- provide supervision and direction in Internet activities and when using mobile technologies for learning
- utilise technologies for educational purpose. e.g. Podcasts, photos from excursions
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the Internet
- provide support to parents to understand this agreement (e.g. language support)



- provide support to parents through information evenings and as a document attached to this agreement

### ADVICE FOR PARENTS

At school, the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information about yourself have long been issues for young people growing up. These are all behaviours which now present online. These are not “Virtual” issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- ask them to give you a tour of their “space” if they are using a site which allows them to chat, publish photos, play games etc
- Ensure they are then in control of who contacts them and who accesses their information. They can block out anyone at any time.
- have the computer with Internet access in a shared place in the house – **not your child’s bedroom**
- negotiate appropriate times for your child’s online activities and use of mobile phones.
- ask questions when your child shows you what they are doing
  - how does it work and how do you set it up? Can you block out people?
  - who else is sharing this space or game - did you know them before or “meet” them online? What do you know about them?
  - why is this so enjoyable – what makes it fun?
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- they might get the blame for any incident
- they don’t think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access. (Even to protect them)

### SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Fitzroy North 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 Fitzroy North 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 an exploration of eSafe practices at the beginning of the school year and then revisiting these ideas regularly
- 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 parents have completed a signed Acceptable Use Agreement in consultation with their child.

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 Assistant Principal.

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.

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 Fitzroy North Primary School’s *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), Fitzroy North 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
- other consequences as outlined in the school’s *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

## COMMUNICATION

- 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
- 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

Policy last reviewed	December 2022
Consultation	School Staff (including ICT leader and school’s TSSP) – November 2023 Policy & Curriculum Committee – November 2023
Approved by	Principal and School Council
Next scheduled review date	2024

