

# WARRINGA PARK SCHOOL

## 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 School Administration.

## 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 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- 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

## SCOPE

This policy applies to all students and staff at Warringa Park 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:

- Warringa Park 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.



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## POLICY

### VISION FOR DIGITAL LEARNING AT OUR SCHOOL

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 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.

Example 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 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.

### SCHOOL OWNED IPAD PROGRAM AT WARRINGA PARK SCHOOL

Warringa Park School operates a fully school funded 1 to 1 iPad program. Each student will receive a school iPad that includes several standard operating apps to be used at school.

The school iPad should always remain at school to be used in the classroom as directed by the classroom teachers. iPads are stored in a secure locker and charged every night and have an expected life cycle of 3 years. At the end of the device life cycle, the device is collected and replaced with a current model iPad.

All iPads are managed and supervised by Warringa Park School and can be locked, and tracked via GPS if they haven't connected to our network in 30 days

All traffic going in and out of all school devices, while connected to the school network can be monitored, and blocked.

School used keyword searches to send live reports based on "at risk" terms. These searches can and will be shared with classroom teachers, level leaders, principal team and school wellbeing teams.

### PERSONAL DEVICES AT WARRINGA PARK SCHOOL

Warringa Park School supplies all students with an iPad. Classes at our school are delivered with the use of iPads

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.

No IT support will be provided for personal devices and they will be unable to join the school network.

### SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Warringa Park School, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Warringa Park School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred



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- 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 our digital technologies classes.
- 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 students and their parents/carers have completed a signed Acceptable Use Agreement.

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

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 Warringa Park Schools *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), Warringa Park School will institute a staged response, consistent with our student engagement and behaviour policies.



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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 Warringa Park Schools *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

## COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	20 <sup>th</sup> June 2022
Consultation [delete this section if you did not consult when developing or reviewing this policy]	School Council, IT manager, IT department
Approved by	Principal and School Council
Next scheduled review date	20 <sup>th</sup> June 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### ACCEPTABLE USE AGREEMENT

The students at Warringa Park School are provided an Apple iPad. The iPad is an important tool to help support student learning and must be used appropriately. Students and parents/guardians are responsible for the care of the iPad outside of school supervision and must ensure all points on the signed iPad Home Agreement and this document, the Full iPad Home Agreement are adhered to.

- The iPad is for the sole use of the students of Warringa Park School. Siblings, friends and family members are not permitted to use the iPad for any purpose.
- The iPad must come to school sufficiently charged for use every day. If the device is not sufficiently charged on a reoccurring basis the device may be kept at school for a specified period of time, or indefinitely if the issue persists.
- The iPad must remain within the school issued protective cover at all times. Cleaning of the screen will be attended to by a staff member any time at your request, not by parents/guardians or students.
- Students, parents/guardians must not alter the iPad settings. In particular, passcode locks should not be configured on the device without prior consent of the IT Department.
- Any problem with the students iPad must be reported to the classroom teacher as soon as possible.



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- Parents/guardians may be held responsible for loss or any physical damage to the iPad or protective cover that occurs outside of school supervision. Parents/guardians may be charged a fee to cover the cost of repair or replacement. Should loss or physical damage occur, the classroom teacher should be informed immediately. The student or parents/guardians may be required to provide a completed statutory declaration form.
- Students and parents/guardians shall not purchase any app's, music, books, in-app purchases or any other purchasable material within the iPad. Warringa Park School shall solely manage all purchased and licensed materials on the iPad.
- The iPad shall not be used to access, store, create or communicate any material that is deemed inappropriate. Such material includes but is not limited to text, audio, pictures or video that contains explicit language, violent, pornographic or illegal content.
- Parents/guardians are responsible for monitoring the students iPad usage outside of school supervision. Staff members may inspect the device at any time for inappropriate content, including but not limited to web browsing history, applications, emails and messages.
- Students may be restricted from accessing any applications or functionality within the iPad, for any length of time deemed appropriate by the classroom teacher, ICT Department, Resource Department or the Leadership team.
- Warringa Park School reserves the right to utilise GPS and location tracking to identify the location of the students iPad.
- The iPad shall remain the property of Warringa Park School and shall be returned to the school once the student exits, leaves or no longer attends the school.
- Warringa Park School takes no responsibility for loss of personal photos, documents or data if the iPad is damaged or requires wiping.

