



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 White Hills Primary School on 03 5443 0799 or white.hills.ps@education.vic.gov.au.

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 at the Grade 5/6 level and our heavy investment in Digital Technologies elsewhere within the school.
- (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 White Hills 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:

- White Hills 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

1. Vision for digital learning at our school

At White Hills Primary School, Digital Technologies will be a fundamental component of all learning areas, using technologies innovatively to ensure students are equipped with the skills required to succeed in an ever-changing digital world. 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.

Professional Learning, equipment and resources will equip teachers with the skills required to effectively teach the Victorian Curriculum, integrating Digital Technologies across a range of authentic and rich learning tasks.

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.

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.

2. Devices at White Hills Primary School

Classes at White Hills Primary School our school are delivered with the use of iPads and netbook computers.

iPads

White Hills Primary School maintains school-purchased iPads. These are shared amongst all classes from Foundation to Grade 2, Music and STEM. Foundation – 2 teachers book iPads according to their need. The iPads are housed in secure trolleys that are locked within the school building. Bookings are monitored to ensure equitable use.

Netbooks – Grade 3 & 4

White Hills Primary School maintains a fleet of netbooks across Grades 3 and 4. Netbooks are purchased outright or leased by White Hills with a small budget reserved for yearly repairs. Our allocated technician and specialists undertake repairs where appropriate. Netbooks are allocated in these year levels on a ratio of 1:2.

Netbooks are housed in locked trolleys that are then locked to the school buildings. Care is undertaken to ensure netbooks are locked each night before staff depart the school.

Netbooks – Grade 5/6 Level

Our school operates a student-netbook leasing program. Parents/carers are invited to lease a device for their child to bring to school. White Hills Primary School has made special arrangements with LWT (Learning With Technology- provider), who offer discounted prices for the lease or purchase of devices for our students.

Students must bring their leased netbook with them to school each day. White Hills Primary School investigates leases available at the end of each year with device options mirroring those used elsewhere in the school. Students must bring a charged netbook to school each day in a protective case. This is to be used during class time for different learning activities. Students are to be made aware of the consequences and difficulties to learning that result from this not occurring. Non-leaser netbooks in the Grades 5/6 will be left at school and stored in lockable storage to minimise risk to damage.

Instances requiring repair costs White Hills Primary School depending on the instance, with \$150 of this being passed onto families. The school organises repairs on behalf of the student. Repairs must be handled by White Hills Primary School as the leaseholder.

White Hills Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access netbooks for schoolwork. We also have a number of spare netbooks that can be loaned to students in certain circumstances.

3. Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At White Hills 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 our school, 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 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
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school and at home for school purposes
- 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 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.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify the classroom teacher as appropriate, 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](#).

4. 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.

5. Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with White Hills Primary School's *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), White Hills 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.

Grade 5/6 Netbooks

As mentioned above, students are required to bring their leased netbook to school each day, charged and ready for learning. Should students forget their netbook or bring it uncharged the following will occur:

- Student receives verbal warning.
- Student receives written warning.
- Student receives second written warning.
- Netbook remains at school for two weeks.

Following this process, a restorative discussion is held and the student returns to taking the netbook home as per usual.

Student Mobile Phones

White Hills Primary School passed a Student Use Mobile Phone Policy in June 2024. More information can be obtained by viewing the White Hills Primary School 'Mobile Phones – Student Use' policy available on the school website.

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 sessions
- Included as annual reference in school newsletter
- Discussed through communication tools
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	Student Leadership Group: June 2024 School Council: August 2024 TBC Student Learning and Wellbeing Teams: June 2024
Approved by	Principal School Council August 2024 TBC
Next scheduled review date	Before June 2026 (2-year review cycle]