

## Hamlyn Banks Primary School

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Hamlyn Banks  
Primary 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 Hamlyn Banks Primary School.

## 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 Hamlyn Banks 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:

- Hamlyn Banks 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 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.

Hamlyn Banks Primary 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.

### **Personal Devices at Hamlyn Banks Primary School**

Hamlyn Banks Primary School operates a Bring Your Own Device (BYOD) program. Each classroom at our school has access to additional iPad devices if required. Parents/carers are invited to purchase or lease a device for their child to bring to school in Years 3-6.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 10 GB of storage
- operates on IOS version 13 or later

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 the school office.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Hamlyn Banks 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 Hamlyn Banks 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 Cyber Safety.
- 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.

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 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.

### **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 Hamlyn Banks 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), Hamlyn Banks 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**

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

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Hard copy available from school administration upon request

## REVIEW CYCLE

Policy last reviewed	JUNE 2022
Approved by	Nigel Holloway (Principal)  JUNE 2022
Next scheduled review date	JUNE 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

# Hamlyn Banks Primary School

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Hamlyn Banks  
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Dear 5/6 Families,

## Re: iPad use in year 5/6

Classes at Hamlyn Banks Primary School are regularly delivered with the use of iPads. Our school operates a Bring Your Own Device (BYOD) program, which means students in years 5 and 6 are strongly encouraged to bring their own iPad with them to school each day.

### **If you are unable to provide an iPad for your child, they will have access to school iPads.**

**All** families must sign the HBPS ICT agreement to allow them to use either their own iPad or a school iPad in the classroom. This agreement is sent to families via Compass at the beginning of each school year. The agreement is attached to this letter for your reference. Please familiarise yourself with this and discuss it with your child. Students will also review this agreement with their classroom teacher.

If you choose to provide your child with an iPad to bring to school it is recommended the iPad is able to support IOS 13 operating system or higher. However, we can accommodate iPads which have a slightly lower operating system. The iPad also needs to have at least 10GB of storage.

Once you have organised an iPad for your child there are a few things you need to do. These include:

- Having the iPad in a protective cover.
- Downloading the apps from the HBPS apps list (see attached). Your child **will not** be asked to download apps at school. If your classroom teacher would like another app, they will contact families and ask you to do this at home.
- Consider organising insurance for your child's iPad. Please note that our school does not have insurance to cover accidental damage to students' iPads.

Each day your child brings their iPad to school they must:

- Have the iPad fully charged.
- All notifications are turned off.
- Bring the iPad to and from school in their school bag. iPads are not to be used in the school yard before or after school.
- Not share their passwords with any students.

The iPad is a tool for learning while it is at school. All iPads brought to school must be available for Spot Checks by the Principal, Assistant Principal, Teachers or ICT tech to ensure content is appropriate.

Social Media apps are not permitted on student devices. This includes apps like Facebook, Snapchat, Tik Tok and all other social media apps. Please ensure these apps are deleted from your child's device. Most Social media apps have a minimum age for use of 13+ years and there is a good reason for that. Primary aged children have no need for Social Media apps.

Hamlyn Banks Primary 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 interconnected 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.

## Technology Agreement

## Year 3 to Year 6 Bring Your Own Device Program AND School Owned Devices

Hamlyn Banks Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians.

We request that parents/guardians work with us and encourage this behaviour at home. At Hamlyn Banks Primary School we:

- have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour,
- Utilise age appropriate resources to educate our students to be safe and responsible users of digital technologies and to raise our students' awareness of issues such as online privacy, intellectual property and copyright. For example:

### the Cyber Teach Toolkit

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberteach.aspx?>

### Office of Children's eSafety Commissioner esafety resources

<https://esafety.gov.au/educationresources/classroomresources>

### Common Sense Media Digital Citizenship Education Resources

<https://www.common Sense Media.org/educators/scopeandsequence>

### Allanah & Madeline Foundation Digital Licence Resources

<https://www.digitallicence.com.au/>

- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:

### Bullystoppers Duty of Care and Supervision

([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx?](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx?) )

- Provide a filtered internet service but acknowledge that full protection from inappropriate content can? never be guaranteed,
  - Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services,
  - Know that some online activities are illegal and as such we must report these to the appropriate authority,
  - Support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart: **Bullystoppers Interactive Learning Modules parents** ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx?](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx?) )
- Cybersafety guide parents** ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx) )

## Safe and Responsible Behaviour

### I will be Safe by:

- **Checking all downloads with my teacher or parent/guardian/carer.** Some applications cost money so even though you are at school you need to make sure that your parent / carer would allow you to download it at home. If you don't know, it's best to wait and check with them when you get home before making a decision.
- **Keeping my password private.** Ask your parents to help you keep a record of your password/s. Technology allows us to do all sorts of amazing things but some people use technology for the wrong reasons. Always be careful with your passwords and digital profile.
- **Reporting suspected inappropriate content straight away, quietly and without fuss.** Some content is not appropriate for school; if you suspect or know of any inappropriate content

you have no choice but to report it to a teacher as soon as possible. If you are not sure, still get your teacher to check just to be safe.

- **Showing an adult if someone writes or sends something inappropriate.** Ask the adult to help you keep a record and tell someone at school. If you ever feel uncomfortable, be sure to tell an adult straight away.
- **Following the guidelines I learn about in Cybersafety lessons at school.** It is important to remember that information uploaded through the internet is on there forever.
- **Remembering my digital footprint** – Everything you do online is online forever. You need to remember that everything you write or share online will never ever be gone for good. Even when you delete things from online sites, there are backups and copies. When you use online sites, you agree to use kind words, and to never share photos or videos of other people without their consent.
- **Protecting my private information** – You understand that it is never okay to share your private information online. You will protect your name, address, phone number and your location.

#### **I will be Respectful by:**

- **Taking care of equipment.** This includes taking care when removing or placing in locker or bag, charging each night, cleaning the screen when needed, not eating or drinking around the devices. Ensure the iPad is always in a secure place.
- **Only interacting with my device.** This means never touching anyone else's iPad.
- **Making sure that any Multi-player functions are turned off or disabled when at school.**
- **Using the Granny Rule** – If you would not show it to your granny, then you should not be doing it online.
- **THINKING** – Is it True, is it Helpful, is it Interesting, is it Necessary and is it Kind?
- **Doing my own work** – If I want to use another person's work from online, I will be sure to give them credit for it.
- **Treating others how I want to be treated** – Online, I will be kind and friendly, just like in the classroom. I will not intentionally hurt or upset other people. I will not talk about people in online spaces.

#### **I will be a Learner by:**

- **Staying on task when using my device.** This means using the device appropriately. When asked to do work on the device that is all that I should be using it for. No searching or browsing the internet in the background for things not related to the classroom lesson, not playing games and or listening to music (unless told by the teacher). All Social Media apps that come on the device must be turned off or disabled while I am at school i.e. no messaging / face time etc.
- **Remembering that the adults at school are in charge of when and where I use my iPad.** The iPad is a tool for learning while it is at school. *I understand that I must make my device available for Spot Checks by the Principal, Assistant Principal, Teachers or ICT tech to ensure content is appropriate.*
- **Asking for help** – When I don't know how to do something on technology, I will ask for help.

#### **Acknowledgment**

This Technology Agreement applies to all digital technologies and the internet including (although not limited to):

- School owned ICT devices (e.g. desktops, laptops, iPads printers, scanners),
- phones and student owned devices, email and instant messaging, internet and intranet,
- social networking sites, video and photo sharing websites (e.g. YouTube), blogs or microblogs,
- forums, discussion boards, groups and wikis (e.g. Wikipedia); and
- vod and podcasts, video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home.



**Any form of Cyber Bullying or deliberate inappropriate use of technology by Hamlyn Banks students will not be tolerated.**

By signing this agreement you are giving your unconditional consent:

- for the staff at HBPS to access your child's device,
- for devices to be kept at school while any issues or incidents are being investigated. - Devices will be stored securely in the school safe, and
- for staff to monitor devices for inappropriate content and apps and to delete these on the spot.

By signing this agreement you are also acknowledging that:

- SOCIAL MEDIA APPS are not permitted on student devices. This includes apps like Facebook, Snapchat, Musical.ly and all other social media apps. Please ensure these apps are deleted from your child's device. Most Social media apps have a minimum age for use of 13+ years and there is good reason for that. Primary aged children have no need for Social Media apps.
- Use of technology outside of school hours is the sole responsibility of parents and guardians and that appropriate supervision will be provided to ensure the safe and responsible use of technology at home.
- Devices are to come and go from school in school bags and are not to be carried around outside before or after school.
- Devices will not be used for free time or wet/hot weather timetables. While at school, devices will be learning tools only.

**Child- I have read this document with my parent / guardian / carer and am 100% committed to being a safe and responsible user of digital technologies .**

**Adult- I/we have read this document with my/our child, and will support the safe and responsible use of digital technologies at school and at home.**







## **Apps for iPads at HBPS**

The following is a list of apps all students should have on their iPad for school. Your teacher may contact families to download additional apps during the year.

Students are not to download apps at school. Downloading of apps happens at home under adult supervision.

Please **DO NOT LOG INTO ANY OF THESE APPS** yet. Your classroom teacher will give your child passwords for the year and teach them how to use these apps.

App Name	App icon
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Seesaw Class	
Epic! Reading	
Google Classroom	 <p data-bbox="520 844 804 887">Google Classroom</p>
Google Drive	
Google Docs	
Google Slides	
Google Sheets	