Badger Creek Primary School
Digital Learning Policy

***Taken direct from the Department Guidelines**

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 BCPS personal device program used within the classroom.

(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 Badger Creek 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:

- Badger Creek 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.

Badger Creek 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 help reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Badger Creek Primary 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 safely, equipping students with the skills and knowledge to navigate the digital world.

At Badger Creek 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 class policies and agreements 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
- 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. A responsible use of technology form is signed by our students and parents to confirm correct use and cyber safety is instilled/taught here at BCPS.

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 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 Badger Creek 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), Badger Creek 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy:	Digital Learning
Created Date:	October 2022
Consultation:	School Council
Approved by	Principal and School Council
Date for Review:	October 2024

My Technology Promise

iPads, Computers and internet connected devices

- I will not eat or drink near the computer/iPad
- I will take care of the school's computers/iPads
- I will do what my teacher has told me to do on the computer/iPad
- I will not give out my password or my details others
- I will share the computer/iPad with other people
- Before I take a photo/video of people I will ask them if it's OK
- If I do not know what to do, I will ask my teacher for help
- I will tell my teacher if I see anything that makes me feel uncomfortable

I know that if I do not follow these rules I will not be allowed on computers/iPads.

My Name:_____

Parent/carer's signature: _____

Teacher's Signature: _____

ACCEPTABLE USE AGREEMENT – GRADE 3 -6:

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ICT and Internet Usage Code of Practice
Years 3 to 6

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Student Agreement
I agree to use the Internet in a responsible manner, but if I find myself in unsuitable locations I will immediately turn off my device and inform a teacher. I agree to act in a responsible manner when communicating using any computer devices or the Internet.

When using any Information & Communication Technologies (ICT) and Internet at Badger Creek Primary School, I will:
- only work on a computer or the internet for purposes specified by my teacher.
- not give out personal information such as my surname, address, telephone number, parents' work address/telephone number, or anything that can identify me, my family or where I live.
- never upload my photo without first checking with my teacher.
- never use another person's media (images, audio or video) without first checking with my teacher and the student to whom it belongs.
- write any communication using only language I understand is acceptable in my school.
- not respond to any messages that are unpleasant or that make me feel uncomfortable in any way and contact a trusted adult as soon as possible.
- only upload things that I have created myself or I have permission to use. I will not copy people's ideas without their permission.
- not use the Internet to frighten or annoy another person.
- not encourage or influence other students to use technologies and the Internet to break any of these rules.
- follow school guidelines and procedures when preparing materials for publication on the web.
- promptly report any breaches of these rules that I discover to a teacher
- remember to follow the school's Golden Rules when using technologies and Internet at all times.

When online I will…
> BE SAFE   BE RESPONSIBLE   BE RESPECTFUL

I understand that breaches of the rules will see me lose my computer usage, subscribed websites and Internet access rights for a period of time determined by the school.

Student Name: _____   Grade: _____

Student Signature: _____   Date: _____

Parent/Guardian Internet Usage Agreement
I agree to _____ using the Internet and other Technologies at Badger Creek Primary School for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and monitoring and that steps have been taken to minimise risk of exposure to unsuitable material through filtering and restricted access. I realise it is my responsibility as a parent/guardian to supervise and monitor my own child's computer and Internet use outside of school.
Parent or Guardian's Name_____

Parent or Guardian's Signature_____ Date_____