



Williamstown Primary School

Digital Learning (Internet, Social Media and Digital Devices) Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the office on 9397 1248.

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 school-based device program in Years P-3, and our BYOD 1-to-1 personal device program in Years 4-6)
- (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, privacy issues 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) that Williamstown Primary School provides students with equitable access to electronic devices, at all year levels, including in the 1-to-1 BYOD program in Years 4-6.
- (f) the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Williamstown 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 also follow our school's Acceptable Use Policy

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Williamstown 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

This policy and Williamstown Primary School’s approach to digital learning and devices explicitly follows the Department of Education’s guidelines for digital learning programs in schools.

Vision for digital technology at our school

To prepare students for an ever-changing world, where technology is present, accessible and embedded. To develop students’ abilities to communicate, collaborate, analyse and create, by using digital technologies as a tool to prepare them for success in a digital world.

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

Williamstown Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 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.

Williamstown 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.

iPads at Williamstown Primary School

At Williamstown Primary School, we utilise a staged iPad program, to ensure our students access a rich, evidence-based, balanced curriculum, which supports students to develop 21st century learning strategies.

Williamstown PS implements the following iPad device model:

- Years Prep – 2 students access school-owned devices at a ratio 1 device for 3 students (1:3)
- Year 3 students access school-owned devices at a ratio 1 device for 2 students (1:2) with the option of providing a student-owned device.

- Year 4 – 6 students are strongly encouraged to provide their own individual device, in order to maximise the personalisation of each student’s learning. Students who do not have a personal iPad, irrespective of the reason, will be provided with a school-owned iPad at these year levels (1:1)

Williamstown Primary School families are able to access discounted iPad devices through the JB Hi-Fi Education BYOD portal. It is not a requirement that families purchase devices through this portal, and we encourage families to seek the best option that suits their family’s needs.

Families that elect to provide their children with a personal device, are required to have an iPad that:

- has a protective case
- have at least 32 GB of storage (for devices of which the sole use is school activities).
- is able to access the latest iPad OS updates (to ensure students can participate in all class activities on the device).
- have access to up-to-date versions of the apps on the school’s required app list (<http://williamstownps.vic.edu.au/digitaltechnologies/>)

Williamstown Primary School encourages families to provide their children with a keyboard. Where this is not practicable, students are able to access school-owned Bluetooth keyboards when required.

Please note that our school does not have insurance to cover accidental damage to student-owned iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child’s iPad.

Williamstown Primary School has identified iPads as the selected device for the increased opportunity they provide for students to access personalised digital tools which support their learning across all areas of the curriculum and beyond their time at Williamstown PS. Being light weight, durable and affordable in comparison to laptops, iPads provide for the mobility that is best suited to our school’s ethos about what makes an effective learning environment. This decision was made in 2015, after conducting Windows-based Netbook, dual-boot Macbook and iPad trials over the course of 18 months (commencing in 2014). Williamstown Primary School has made the decision not to support an open choice of devices in the digital technologies program. Allowing a range of devices brings challenges to the program, including the pedagogical approach, the ability to provide technical support both in and beyond the classroom, and the effective and consistent logistics of file management and application access in the classrooms.

Students, parents and carers who would like more information or assistance regarding our digital device program are encouraged to contact Mathew Montebello (Assistant Principal).

Parent Payments for Devices

The school will ensure policy and practice is compliant with DET guidelines and aligns with the following principles of the Parent Payments Policy:

- Student learning, aspirations and wellbeing are paramount in determining parent payment practices.
- The school will ensure payment practices are well communicated, clear and transparent.
- All students will have access to all aspects of the program and participation of all students is facilitated.

- Costs will be kept to a minimum. The 1-to-1 program must be affordable for the school's parent community as determined through consultation with the community.
- The school will have an equity plan in place to ensure all students have access to the same learning outcomes.
- Where parents/carers/families decline to participate in the BYOD program on grounds of financial hardship or otherwise, the school will provide students access to a device with the required capabilities to complete planned learning tasks.
- The school will treat parents experiencing hardship with dignity, sensitivity and respect.
- The school will not require parents/carers to pay for any software provided by DET, technical support provided by DET, internet use funded centrally by DET and/or wireless access when onsite.
- Within budget limitations, the school will provide some technical advice to ensure all students have access to the eduSTAR network.
- Parents will be advised that the amount of technical support for personal devices that can be provided by the school is limited.
- Details of the school's Responding to Parental Hardship Strategies are contained in the school's pre-requisite Parents Payments Policy.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Williamstown 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 Williamstown 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 [insert details of specific programs]
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

Our school utilises the closed-access DET-licenced Google for Education platform for students to engage in online learning. This includes the distribution of learning resources to students, the creation and submission of learning tasks by students, the ability to work collaboratively with peers and as a platform for sharing and celebrating whole-class and individual learning. Further information for families about the learning program is located on the school's website (<http://williamstownps.vic.edu.au/digitaltechnologies/>). We ask families with queries or questions about the use of Google for Education, including participation options, to contact the school's leadership team to discuss further. Further information about participation options are also located on the school's website (<http://williamstownps.vic.edu.au/digitaltechnologies/>). Families have the option to 'opt' out if they choose.

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 Williamstown 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), Williamstown 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.

Support for families

Williamstown Primary School values working in partnership with families to support students to become positive digital citizens.

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 nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students (Acceptable Use Agreement)
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Consultation	Ed Pol/School Council Oct 2022
Approved by	Principal and School Council [NOTE: School council approval is required for any elements of the policy that involve parent payments for devices]
Next scheduled review date	October 2024

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
November 2020	New policy	Yes	No	Approval required for one-to-one electronic device program that requires parent

				payments.
September 2022	Update	Yes	No	Approval required for one-to-one electronic device program that requires parent payments.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Williamstown Primary School's students in Grades 3 – 6 all sign the Acceptable Use Agreement. To view the agreement [please click here](#)