



DIGITAL LEARNING POLICY

(Internet, Social Media and Digital Devices)

Latest DET Update: 26th April 2022

First Developed: May 2019

Updated: November 2023



Help for non-English speakers

If you need help to understand the information in this policy please contact the staff at Lethbridge 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, inclusive of our BYOD personal device program and school owned devices.
- 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 technology

SCOPE

This policy applies to all students and staff at Lethbridge 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 councilors also need to adhere to codes of conduct relevant to their respective roles.

These codes include:

- Lethbridge Primary School's Child Safety Code of Conduct found on our website <https://www.lethbridgeps.vic.edu.au/>
- [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 councilors)

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.

Lethbridge 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.

Personal Devices at Lethbridge Primary School

Learning in Years Foundation to two at Lethbridge Primary School are complemented with the use of school owned iPads and laptop computers. Students access these devices under the instruction of their teacher.

In Years three to six, our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day. Lethbridge Primary School has special arrangements with Learning with Technologies that offers a portal for the purchase of specific devices for Lethbridge Primary School students.

The devices selected for use at Lethbridge Primary School are *Chromebooks*. These lightweight robust 11.6inch Chromebooks are designed for education. Chromebooks use the Google Chrome Operating System.

Families are able to view and purchase a Chromebook through the Learning Technologies Portal. There are four options recommended by Learning With Technologies - Lenovo 100E and 500e, Acer C734 and Asus CR1100F. Families are also able to consider purchasing extended warranty and insurance through Learning Technologies.

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.

Lethbridge Primary School does not support the use of Apple iPad devices for our BYOD program.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lethbridge 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 Lethbridge 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
- 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 and website.

Distribution and use 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 their classroom teacher and 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 has established a school based Facebook page, where parents and community members can view posts and provide comments. Parents are welcome to contact the administration team if they have any questions or concerns about this platform.

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 Lethbridge Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy, all found on our website <https://www.lethbridgeps.vic.edu.au/school-policies/>

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), Lethbridge 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
- Included in our staff handbook/manual
- 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

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| Policy last reviewed | November 2023 |
| Consultation | School Council - October and November 2023 School Community - October 2023 School Staff - October and November 2023 |
| Approved by | School Council - November 2023 |
| Next scheduled review date | October 2025 |

Acceptable Use Agreement

Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.
- I will use this knowledge at school and everywhere I use digital technologies.

Acceptable Use Agreement

Providing personal access to devices in implementing 1-to-1 programs to positively impact learning is complex and requires considerable planning. For Department of Education and Training (DET) or school-owned digital devices and technologies lent to students for use at home, that use must be for educational purposes only.

The Department provides resources to assist schools with planning a roadmap and suggested implementation ideas to ensure successful programs where practice aligns to policy.

Signature:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable User Agreement applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: _____

Student signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Online Services Appendix 2024

In 2024, Lethbridge Primary School will be using two software applications that will be hosted online; Sentral and Google Suite for Education. To comply with the Department of Education (DE) Online Services Policies and legal requirements, we must disclose all details of where, how, what and why the data will be stored on these applications.

| Software Vendor | Sentral | Google Apps for Education |
|---|--|--|
| Privacy Policy Links | Sentral Privacy Policy | Privacy & Security Center Google for Education |
| What does the online service provide? | This is an Online Learning Management System being introduced to Teesdale Primary School. This system provides Attendance, Parent Portal Access and much more. | Central online storage and collaboration service for staff and students of Lethbridge Primary School. |
| Who is the Service Provider? | Sentral Education | Google |
| What personal information of individuals will the school use and disclose to the service provider? | <p>The types of personal information collected include:</p> <p>Students:</p> <ul style="list-style-type: none"> ● Full name ● Company, school or organisation ● Personal contact details and address ● Wellbeing data ● Medical information ● Attendance information ● Report Information ● Network user account information <p>Parents:</p> <ul style="list-style-type: none"> ● Full name ● Contact information including address, phone and email. ● Parent Portal username and password information | <p>Students (Only):</p> <ul style="list-style-type: none"> ● Full name ● Year level ● Email address ● Learning data ● Curriculum data |

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| <p>How will the school use the personal information of individuals?</p> | <p>Students: All data listed below will only be accessed by relevant staff members;</p> <ul style="list-style-type: none"> ● Full name and contact information: Made available so staff are able to contact relevant parties for various reasons. ● Wellbeing data: Tracking student wellbeing information to follow up on this effectively. ● Medical information: Alerts staff to issues who are able to take necessary actions in regards to medical incidents. ● Attendance information: Staff will mark student data and ensure that students are meeting Lethbridge Primary School's attendance requirements. ● Report information: Reports will be uploaded to the site for parent/guardian access. ● Network User Information: Allows students to access Sentral. <p>Parents: All data listed below will only be accessed by relevant staff members;</p> <ul style="list-style-type: none"> ● Full name and contact information: Made available so staff are able to contact relevant parties for various reasons. ● Parent Portal username and password information: Used to access the parent Portal on Sentral. | <p>Students (Only):</p> <ul style="list-style-type: none"> ● Personal data: Students' personal drives will be hosted on the Google Drive. ● Student work: Any student work completed on Google Apps will be hosted on Google Drive. ● Curriculum data: Any curriculum and assessment tasks might be hosted on Google Apps. ● Assessment data: Staff will complete spreadsheets containing student results. These will be secured so only staff have access. |
| <p>Where will the service provider store the personal information disclosed to it?</p> | <p>Local Server, Lethbridge Primary School</p> | <p>Storage locations for Google Apps for Education are:</p> <ul style="list-style-type: none"> ● United States ● Australia - Sydney |

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| <p>What school policies apply to the use of these online services?</p> | <p>As per this policy and the school policies for:</p> <ul style="list-style-type: none"> ● Acceptable Use of Electronic Devices Agreements ● Consent for BYOD Program | |
| <p>Will the school be able to access and retrieve all the content including messages or other communications from the online services?</p> | <p>Both applications will have tools installed and service teams which will allow Lethbridge Primary School to adequately track usage of these services.</p> | |
| <p>How will the service provider use personal information of individuals that is collected from the school?</p> | <p>Data is not mined for educational purposes and the ownership remains the property of Lethbridge Primary School.</p> | <p>Data is not mined for educational purposes and the ownership remains the property of Lethbridge Primary School.</p> |
| <p>Who will be able to see the content and work?</p> | <p>Users will need to be registered users of the Lethbridge Primary School ICT Network (Edustar). Access to technical materials will be required at times by both vendors. These vendors require strict permission before viewing any of the data. User permissions will be determined by Lethbridge Primary School's ICT Technician ICT and Leadership team.</p> | |
| <p>Whilst students own copyright in the work they produce, who will have rights to reproduce and/or use the works?</p> | <p>Both services state that the data remains the property of Lethbridge Primary School, meaning Lethbridge Primary School solely reserves the right to decide this. Written consent from a parent or guardian will be required before allowing any data to go outside the school.</p> | |

BYOD Device Specifications

Lethbridge Primary School has special arrangements with Learning with Technologies that offers a portal for the purchase of devices for Lethbridge Primary School students.

Recommended Device

We have selected four devices for use at Lethbridge Primary School. Each of these devices are Chromebooks and families can select the device they prefer. We do recommend families consider the use of current devices at home as there may be the benefit of sharing accessories such as chargers. Chromebooks are designed for education and use the Google Chrome Operating System.

| Minimum Hardware Specifications | | Warranty Options | Insurance Options |
|---------------------------------|--|---|--|
| Form Factor Type | Option 1 Lenovo 100E G3 Chromebook - 11.6inch Intel Celeron N4500 RAM 4GB Hard Drive 32GB | 1 Year Return to Base Warranty | None |
| | | 3 Year Onsite Warranty – 1 Year on Battery (<i>cost associated – see LWT portal</i>) | Lenovo 3 Year Accidental Damage Protection 3 Claims over 3 Years (<i>Cost associated – see LWT portal</i>) |
| | Option 2 Acer Chromebook C734 Intel Celeron N4500 Ram 4GB Hard Drive 32GB | 1 Year Return to Base Warranty | None |
| | | 3 Year Onsite Warranty (<i>cost associated – see LWT portal</i>) | Acer 3 Year Accidental Damage Capped at a maximum of three Accidental Damage claims throughout life of policy (<i>cost associated – see LWT portal</i>) |
| | Option 3 Lenovo 500e Yoga Gen 3 Chromebook – Intel Celeron N5100 Ram 4GB Hard Drive 32GB | 1 Year Return to Base Warranty | None |
| | | 3 Year Onsite Warranty – 1 Year on Battery (<i>cost associated – see LWT portal</i>) | Lenovo 3 Year Accidental Damage Protection 3 Claims over 3 Years (<i>cost associated – see LWT portal</i>) |
| | Option 4 Asus CR1100F Flip Chromebook – Intel Celeron N4500 Ram 4GB Hard Drive 32GB | 1 Year Return to Base Warranty | |
| | | 3 Year Onsite Warranty – 1 Year on Battery (<i>cost associated – see LWT portal</i>) | |

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| | | 3 Year Onsite Warranty – 1 Year on Battery 3 Year Repair Service – includes Accidental Damage Repairs (<i>cost associated – see LWT portal</i>) | |
| Operation System | Google Chrome OS (applies to all above options) | | |
| Battery Life | Advertised battery life is up to 10 hours for all above options. If previously owned, battery life needs to be in reasonable condition to ensure fair use at school. | | |

- **Warranty**

We strongly suggest families consider the onsite 3-year warranty through Learning with Technologies. Where repairs are required, the 3-year warranty will cover repairs at the school, as opposed to the 1-year return to base warranty causing delays and postage costs for parents. Warranty and Insurance options are available for parents to select when purchasing the device through Learning with Technologies. Lethbridge Primary School is in no way responsible for warranty claims.

- **Repairs**

For devices that are purchased through Learning with Technologies and have the 3-year warranty purchased, the school can arrange Learning with Technologies staff to visit the school when repairs are required.

Lethbridge Primary School is in no way responsible for any repairs to your device.

Lethbridge Primary School is in no way responsible for any insurances.

If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device. You can specifically list the item on your home contents insurance, or you can purchase an Accidental Damage Protection plan for your device.

When purchasing a device from another provider, please take this page into the store to show the minimum technical specification required. Ensure your device has the minimum specifications outlined above.

Families who wish to purchase their device from another provider need to ensure a license is provided to the school in order for the device to be connected to the school network. This is called a “Certificate for Management assigned to the Department of Education”

Lethbridge Primary School does not support the use of Apple iPads for BYOD for students in Years 2-6.