



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 or insert other appropriate programs as relevant to your 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

SCOPE

This policy applies to all students and staff at Coburg 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](#).

Our school has a local Acceptable Use policy that staff also follow

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

- Coburg 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.

Coburg 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 Coburg Primary School

Classes at Coburg Primary School are delivered with the use of iPads. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day.

Students are required to have their own device that must:

- be brought to school in a protective case
- have at least 32GB of storage
- operate on OS version 12 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.

Coburg Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school principal.

Safe and appropriate use of digital technologies

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

At Coburg 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.

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 Coburg 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), Coburg 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.

EVALUATION AND REVIEW

This policy will be reviewed every three years and following significant incidents if they occur.
This policy was approved by the Principal in May 2021
The policy will be next reviewed in May 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

31 May 2021

Coburg Primary School - BYO iPad

Acceptable Use Agreement - 2021

Purpose

In 2016, the school implemented a BYO iPad program to support student learning. This user agreement covers the accepted use of the BYO iPad and the schools internet service.

- The BYO iPad is to be used as a tool to assist student learning both at school and at home
- It will be a valuable research and communication tool for students
- It will help develop the skills necessary for students to be able to create and use information in an effective and collaborative manner

School Responsibilities

At Coburg Primary School, we will:

- Use the iPad or other BYO device for educational purposes to enhance student learning
- Provide an eSmart program which is reinforced throughout the school and educates students on cybersafety and respectful and responsible digital citizenship
- Support students in developing safe and responsible digital literacy skills
- Provide a filtered internet service from the Department of Education and Early Childhood Development
- Provide supervision and direction in online activities, and when using digital technologies for learning
- Work with students to outline and reinforce the expected behaviours while using the Internet
- Support students to understand the content and implications of the Acceptable Use Agreement

Student Responsibilities

As students we will:

- Bring the iPad fully charged to school every day
- Store the iPad safely in our schoolbag before school in our designated bag area
- Leave the iPad in the classroom during recess and lunchtime
- Take the iPad from the tub only when asked to do so by the teacher
- Only access applications as specifically directed my teacher for the current learning activity
- Not use the device when the teacher has asked us to stop
- Not allow other students to use my iPad without parent or teacher permission and only then in full view of the supervising adult
- Always keep the device in its protective case
- Report any accidents or breakages to our parents and teachers
- Be responsible for all content and information on their device

- Let teachers look at any application or file on the device when requested

Prohibited Student Activities

- Taking photos or videos of students/teachers/adults in the school without their permission
- Posting or forwarding private information about another person
- Uploading photos and videos of students/teachers/adults in the school to any social network or internet site
- Accessing apps not deemed of educational value during school time
- Downloading inappropriate apps
- Deliberately seeking out rude or offensive sites

Parent/Guardian Responsibilities

- Talk to your child about appropriate behaviour when using the Internet and iPad/device both at home and school
- No photos or videos of student or teacher work will be uploaded to social media sites
- No photos of other students at CPS should be uploaded to social media sites
- Install a list of education applications supplied by the school. Note that a small amount of paid applications may need to be installed by the parent/guardian however it is not anticipated that the cost of these will exceed \$20 per year. This can be done by purchasing an iTunes gift card from a range of retail outlets including supermarkets and setting up an iTunes account for yourself/your child.
- Students may have other educational apps that are outside those used at school on their device. Apps that are deemed not to be of educational value or inappropriate may need to be removed after discussion between teacher and parent.
- Make sure the iPad has a labelled, strong case
- Ensure that if there is a passcode lock on the iPad it is known by you and/or your child
- Ensure the 'Find my iPad' app is enabled
- Parents are responsible for maintaining the confidentiality of information held in the iTunes user's account, including the username and password. Please do not share this information with your child as they will not be asked to download apps at school.
- Parents are responsible for the repair of accidental damage at school

Responsible Use at home

- The school recommends when using the iPad at home that it is used in a family or common area
- The school recommends parents/guardians look at the iPad Settings > General > Restrictions area, in particular turning off In-App purchases. The restrictions passcode should not be known by the student.
- There are a number of apps which have a 13+ rating in the iTunes store. The majority of these are not to be installed on the iPad at any time; Facebook, Instagram and Snapchat being prime examples.

Student BYO Device Agreement

General Use

1. I will bring my iPad or other BYO device to school every day.
2. I will ensure my device is charged at the beginning of the day.
3. I will keep my device in its protective case at all times.
4. I will keep my device in my bag at all times when travelling to and from school.
5. I will not use the device in the school yard before or after school, during recess or lunch times.
6. I will ensure my device is locked in the classroom during recess and lunchtimes.
7. I will keep food and drinks away from the device at all times.
8. I will immediately report any breakages or accidents to my parents and teachers.
9. I will not change the device settings without a teacher's or my parents' permission.

Content

1. I will be respectful in the photos or videos I capture. I will never use them as a tool for bullying or upload them to the Internet.
2. I will use my iPad to support my school learning.
3. I will only use the apps my teacher has told me to use.
4. I permit my teachers and parents to perform checks to monitor that I have not installed illegal or unsuitable software.

Safety and Security

1. I will only access websites at school that support my learning activities.
2. I will practise safe and responsible eSmart behaviour when online and using my device.
3. I will use appropriate language and content.
4. I will use the device lawfully and in accordance with the Acceptable Use Agreement guidelines regarding the ethical use of equipment, technology, use of legal software, use of Internet and the protection of personal data.
5. If I have a passcode on my iPad I will share this passcode only with my parent or teacher. I will not share account names and passwords with anyone unless requested by a parent or teacher.
6. My iPad is my responsibility
 - I have read the user agreement with my child/parent.
 - I understand my responsibilities regarding the use of the iPad or other devices.
 - In signing below, I acknowledge that I understand and agree to the iPad user agreement.
 - I understand that if I misuse the technology I may lose technology privileges at school and/or home.

Student Signature: _____ Parent/Guardian Signature: _____

Student Name: _____ Parent/Guardian Name: _____

Date: _____ Date: _____

Please tear off and returned this signed page to your teacher.