

# NARRE WARREN NORTH PRIMARY SCHOOL



## DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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 the use of the school iPads, school Chromebooks and personal Chromebooks through the BYOD 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 Narre Warren North 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 and students also follow our school's Acceptable Use Policy for both school and BYOD devices.

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

- Narre Warren North 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.

Narre Warren North 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 Narre Warren North Primary School

Narre Warren North Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are able to access Chromebooks from our preferred provider.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Narre Warren North Primary School has made special arrangements with CompNow who offer discounted prices for the lease or purchase of devices for our students. Narre Warren North Primary School can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

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 a Chromebook, not a windows laptop or MacBook.
- Is fully charged each morning.
- Is brought to school in a protective case.

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 Assistant Principal, IT School Technician or school ICT Co-ordinator.

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Narre Warren North 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 Narre Warren North 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, include e-smart cybersafety
- 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, specialist teacher or ICT coordinator, 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 both public Facebook and Instagram pages, as well as a private Facebook group. The purpose of the public pages are to promote the school and share in key activities and events. The private group allows for more student photos to be shared with parents only in a more secure platform. Parents are welcome to contact the school administration if they have any questions or concerns about students participating in this forum.

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 Narre Warren North 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), Narre Warren North 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 Chromebook access for a specified period of time
- removal of email privileges
- removal of internet access 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Consultation	Staff: August School Council: 15 <sup>th</sup> October 2024
Approved by	Principal and School Council: 15 <sup>th</sup> October 2024
Next scheduled review date	August 2026 (2 years)

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

Please refer to the NWN ICT Chromebook User Agreement Policy and NWN ICT BYOD Chromebook Policy.

### School Provided Device Agreement

#### NARRE WARREN NORTH PRIMARY SCHOOL

#### INTERNET ACCEPTABLE USE AGREEMENT (Grades P-6)

Narre Warren North PS uses technology, including the Internet and email, as a teaching and learning tool. Technology is seen as a valuable tool, but one which must be used responsibly. Whilst student usage of the Internet and email is monitored and supervised at school, with restrictions and filters in place, the uncontrolled nature of the Internet means that full protection from questionable content cannot be guaranteed.

#### Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:

- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, email address or parents' work address/telephone number.
- Protect my password by keeping it private.
- Never send a person my picture without first checking with my teacher.
- Never send someone else's picture without asking them first.
- Not register my name on any websites unless specified by my teacher.
- Compose email messages using only language I understand is acceptable in my school.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying. I understand that cyberbullying can be a criminal offence.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that and I will tell an adult.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- Not use someone else's log in details or Chromebook.
- Never delete the browsing history.

- Remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer unless I state where the information came from).
- Not adjust the settings of any school equipment without teacher consent.
- Not bring or download unauthorised programs, including games, to the school network or run them on school computers.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- I will look after the equipment I use.
- Talk/email my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the Internet.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don’t like, or makes me and/or my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities.

I have discussed this with an adult and understand that breaches of the rules may see me lose my Internet/email access rights for a period of time determined by my teacher or Principal. If I damage the equipment, even if accidentally, I understand I am responsible for covering the costs of any repairs or replacement of the device as outlined in our Internet Policy.

### **CHROMEBOOK SAFETY PROTOCOLS**

Narre Warren North Primary School is committed to providing the best possible learning environment for all students. As part of this commitment we believe that in today’s society it is necessary for students to have access to technology throughout the day. Our school has provided each child with access to a Chromebook so that all students are able to access the internet as part of their learning at school. This Chromebook is not solely allocated to the student and will be shared with other students. These are the school’s property and will remain at school. The warranty of new Chromebooks does not cover accidental damage. The cost of any damage to a Chromebook, whether accidental or intentional, cannot be met by the school and is the

responsibility of the parent of the child who accidentally damaged it or the child who deliberately or accidentally damaged someone else's Chromebook.

Below is an outline of protocols that will be used in our school to ensure that there is minimal damage to the Chromebook. These guidelines and protocols are to be read in conjunction with the ICT Policy and Internet Acceptable Use Agreement.

### **Responsibilities of students**

- Water bottles are not on the table next to the Chromebook.
- Food is not to be near the Chromebook.
- The Chromebook is to stay on the table when it is being used or put where instructed by the teacher.
- The Chromebook is not to be used on the stable tables. Must be on the student's desk.
- The Chromebook is not to be used on the floor.
- The Chromebook must be closed when walking around the room (closed screen)
- When moving between buildings, e.g. for streaming, the Chromebook is to be put in a bag (book bag from the beginning of the year) and carried across the body
- The Chromebook is to be carried with 2 hands close against the chest
- When putting the Chromebook away only 3-5 children are to line up to return these. Other students must wait at their tables.
- Chromebooks must be put away at the end of lessons before specialist classes if not needed by the Specialist.
- Students are not to plug in the charger cords unless they are selected monitors.
- Touch the keyboard carefully, not roughly.
- Students must have clean hands before use.
- Treat the Chromebook respectfully, not roughly, always using two hands to move or carry it.
- The lid of the Chromebook is not to be slammed shut. Two hands must be used.
- Only the students who are responsible to use the Chromebook are to have access.
- Let the teacher know if you see someone interfering with your Chromebook
- Follow and abide the ICT the Internet User Agreement, protocol and ICT Policy.

### **Responsibilities of teachers**

- Check and monitor that the students are following their responsibilities for the use of the Chromebook.
- Only monitors are to plug in the charger cords. Monitors are to be chosen carefully by the



teacher.

- If Chromebooks are on a trolley this is to be brought into the classroom so that accessing and putting Chromebooks away can be monitored.
- Students are to be supervised when collecting or returning Chromebooks.
- Chromebooks are not to be shared except for the Prep to Year 3 where there is not 1:1 Chromebooks made available.
- Chromebooks are not to be left in the classroom without teacher supervision.
- When a teacher is absent ensure that the CRT has access to this document.
- The Chromebook is only to be taken to a Specialist when requested by the teacher.

**Narre Warren North Primary School**

**ICT Policy, Internet Use Acceptance Use Agreement and Chromebook Safety Protocols 2024**

(Copy of the Policy is to be retained by the parent)

Please note: It is a requirement that this document is signed each year before students receive a Chromebook to use at school.

Parent and Student ICT Agreement :

We / I have read and agree to the conditions as outlined in the Narre Warren North PS ICT Policy

We / I have read and agree to the Internet Acceptable Use Agreement (Grades Prep – 6)

We / I have read and agree to adhering to the Chromebook Safety Protocols outlined in the ICT Policy.

We / I agree that if my child damages the Chromebook, accidentally (their own or someone else's or on purpose) I/we are responsible for the repairs or replacement to the Chromebook.

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BYOD Agreement

### NARRE WARREN NORTH PRIMARY SCHOOL

#### INTERNET ACCEPTABLE USE AGREEMENT (Grades P-6)

Narre Warren North PS uses technology, including the Internet and email, as a teaching and learning tool. Technology is seen as a valuable tool, but one which must be used responsibly. Whilst student usage of the Internet and email is monitored and supervised at school, with restrictions and filters in place, the uncontrolled nature of the Internet means that full protection from questionable content cannot be guaranteed.

#### Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:

- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, email address or parents' work address/telephone number.
- Protect my password by keeping it private.
- Never send a person my picture without first checking with my teacher.
- Never send someone else's picture without asking them first.
- Not register my name on any websites unless specified by my teacher.
- Compose email messages using only language I understand is acceptable in my school.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying. I understand that cyberbullying can be a criminal offence.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that and I will tell an adult.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- Not use someone else's log in details or Chromebook.
- Never delete the browsing history.
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures.

- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer unless I state where the information came from).
- Not adjust the settings of any school equipment without teacher consent.
- Not bring or download unauthorised programs, including games, to the school network or run them on school computers.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- I will look after the equipment I use.
- Talk/email my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the Internet.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don't like, or makes me and/or my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities.

I have discussed this with an adult and understand that breaches of the rules may see me lose my Internet/email access rights for a period of time determined by my teacher or Principal. If I damage the equipment, even if accidentally, I understand I am responsible for covering the costs of any repairs or replacement of the device as outlined in our Internet Policy.

### **CHROMEBOOK SAFETY PROTOCOLS**

Narre Warren North Primary School is committed to providing the best possible learning environment for all students. As part of this commitment we believe that in today's society it is necessary for students to have access to technology throughout the day. Students will bring their Chromebook to school each day so that they are able to access the internet as part of their learning at school. Chromebooks are allocated to individual students and each child is responsible for their own allocated device. These are the property of the student or the family who purchased the Chromebook. The school is not responsible for any damage to the Chromebooks and will not be able to replace or repair Chromebooks that are part of the BYOD program. Warranties for the BYOD are available for new Chromebooks purchased through CompNow. Warranties that cover accidental damage are also available through CompNow, it is the responsibility of the purchaser to understand the extent and limitations of this warranty. Intentional damage will not be covered by any warranty. The cost of any damage to a Chromebook, whether accidental or intentional, cannot be met by the school and is the responsibility of the parent of the child who accidentally damaged it or the child who deliberately or accidentally damaged someone else's Chromebook.

Below is an outline of protocols that will be used in our school to ensure that there is minimal damage to the Chromebook. These guidelines and protocols are to be read in conjunction with the ICT Policy and Internet Acceptable Use Agreement.

### **Responsibilities of students**

- Water bottles are not on the table next to the Chromebook.
- Food is not to be near the Chromebook.
- The Chromebook is to stay on the table when it is being used or put where instructed by the teacher.
- The Chromebook is not to be used on the stable tables. Must be on the student's desk.
- The Chromebook is not to be used on the floor.
- The Chromebook must be closed when walking around the room (closed screen)
- When moving between buildings, e.g. for streaming, the Chromebook is to be put in a bag (book bag from the beginning of the year) and carried across the body
- The Chromebook is to be carried with 2 hands close against the chest
- Students will be responsible for putting their own Chromebook away into a protective cover or case.
- Chromebooks must be put away at the end of lessons before specialist classes if not needed by the Specialist.
- Students are not to plug in the charger cords at school as there will not be sufficient power supplies.
- Touch the keyboard carefully, not roughly.
- Students must have clean hands before use.
- Treat the Chromebook respectfully, not roughly, always using two hands to move or carry it.
- The lid of the Chromebook is not to be slammed shut. Two hands must be used.
- Only the students who are responsible to use the Chromebook are to have access.
- Let the teacher know if you see someone interfering with your Chromebook
- Follow and abide the ICT the Internet User Agreement, protocol and ICT Policy.

### **Responsibilities of teachers**

- Check and monitor that the students are following their responsibilities for the use of the Chromebook.
- Only monitors are to plug in the charger cords. Monitors are to be chosen carefully by the

teacher.

- If Chromebooks are on a trolley this is to be brought into the classroom so that accessing and putting Chromebooks away can be monitored.
- Students are to be supervised when collecting or returning Chromebooks.
- Chromebooks are not to be shared and only can be used by the student that the Chromebook belongs to.
- Chromebooks are not to be left visible in the classroom without teacher supervision.
- When a teacher is absent ensure that the CRT has access to this document.
- The Chromebook is only to be taken to a Specialist when requested by the teacher.

Narre Warren North Primary School

### **1:1 Chromebook Guidelines and Code of Practice**

Narre Warren North is committed to providing the best possible learning environment for all students. As part of this commitment we believe it is necessary to outline the use of appropriate information and communication technologies in all classes. The ICT policy in which both the parent and student of the School sign, outlines and ensures that the use of all computer hardware and software for educational purposes receive priority. In addition, this document covers the expectations for the acceptable use of the BYOD 1:1 Chromebook program commencing in 2024.

Responsibilities to Yourself

- Keep a balanced life: between home, school, physical activity and technology use.
- Ensure your Chromebook is safe and secure at all times, including maintaining the security of your password.
- Take responsibility for your own intellectual property to reduce the risk of your work being shared and used by others.
- Set high standards for your learning: only use your Chromebook as a tool for learning.
- Ensure you seek assistance early if you encounter issues with someone interfering with your Chromebook or using it to cause problems for you.

Responsibilities to your Peers

- Find ways to use your Chromebook in class and at home to increase the effectiveness of teamwork in learning activities.
- Only you are to use and care for your Chromebook. You are to respect the property of

others by not interfering with devices that are not your own.

- Understand that cyberbullying is a serious form of bullying and is not tolerated at Narre Warren North Primary School. Always show respect for others when online and using your device.

#### Responsibilities to our School Environment

- For your own safety and that of others, come to school prepared with a fully-charged and functioning Chromebook, and ensure batteries are only charged at home. No chargers are to be brought to school.
- Narre Warren North Primary School maintains an effective Chromebook program.

Ensure you uphold and maintain the integrity of this program by abiding by the NWNPS ICT Agreement protocols.

#### Parent and Student Agreement:

We / I have understand that if the Chromebook has not been purchased through CompNow, we are solely responsible for maintenance and repairs. Yes / No

We / I have read and agree to the Terms and Conditions as outlined in the Narre Warren North Primary School ICT Policy and Agreement documentation. Yes / No

We / I have read and agree to the Chromebook Code of Practice which outlines the expected behaviours of all students. Yes / No

We / I agree to ensure that the device is fully charged prior to the student coming to school. Yes / No

We / I agree that the device must be brought to school in a protective case as decided upon by us. Yes / No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_