

# **Caulfield South Primary School**

## **Digital Learning (Internet, Social Media and Digital Devices)**

### **PURPOSE**

This ICT Policy has been developed to inform Caulfield South Primary School community (students, staff, parents and administration) of the roles and responsibilities and expectations in order to maintain responsible, safe and effective school-based ICT programs including a 1:1 Chromebook program.

The purpose is 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 1:1 Chromebook 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

### **SCOPE**

This policy applies to all students and staff at Caulfield South 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:

- Caulfield South 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.

**‘Google Apps for Education’ (GAFE)** refers to a suite of web-based applications to which students at Caulfield South Primary School have access, as part of the secure @caulfieldsouthps.com domain. These can include ‘Docs’, ‘Sheets’, ‘Slides’, ‘Mail’, ‘Calendar’, ‘Drive’, and ‘Classroom’.

**‘Authorised Device’** refers to the selected model available for purchase through the CSPS Chromebook program.

**‘Chromebook’** refers to the Chromebook which is the selected device for the C.S.P.S Chromebook Program. A Chromebook is a computer that runs the “Chrome” operating system.

**‘Authorised user’** means a person who has signed the eSmart Agreement (or has had it signed on their behalf by a parent) and is authorised by the school to use school ICT.

**‘eSmart’** refers to the name of the cyber safety guidelines that are followed at Caulfield South Primary School to promote the safe, responsible and ethical use of ICT.

**‘ICT’** stands for ‘Information and Communication Technologies’ and includes network facilities, communication technologies, eLearning tools and ICT equipment/devices.

**‘Network facilities’** includes, but is not limited to, the Google Apps for Education suite of tools and Internet access to files, web sites and digital resources via the school network.

**‘Communication technologies’** includes, but is not limited to, communication made using ICT equipment/devices such as Internet, Google Apps for Education, email, instant messaging, online discussions/surveys and mobile phone activities and related applications.

**‘eLearning’** refers to the use of ICT for educational purposes.

**‘ICT equipment/devices’** include, but are not limited to, computers (such as Chromebooks, desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, and any other, similar technologies as they come into use.

**‘Agreement’** refers to the C.S.P.S ICT Acceptable Use Agreement which will be reviewed annually.

**‘School-related activity’** includes, but is not limited to, an excursion, camp, sporting or cultural event, wherever its location.

**'School ICT'** refers to any ICT owned or operated by the school including, but not limited to, network infrastructure, computers, cameras, tablet devices, Google Apps for Education domain.

**'Inappropriate material'** includes, but is not limited to, pornography, cruelty, violence, or material of a discriminatory nature that it is likely to be detrimental to the well-being of students or unsuitable to a school environment.

**'Unacceptable student conduct'** includes, but is not limited to, malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, plagiarism, non-sanctioned gaming, impersonation/identity theft or copyright infringement.

**'Educational purposes'** means activities that are directly linked to curriculum-related learning.

**'Personal electronic devices'** includes, but is not limited to, handheld gaming consoles (including but not limited to Nintendo DS, PSP Wii U), MP3 players (including but not limited to iPod, iPod Touch), e-readers (including but not limited to Kindle, Kobo) other Internet and 3G accessible devices, and any other similar such devices as they come into use.

**'Screen Time'** is the time you spend watching TV or DVDs, using the computer, playing video or hand-held computer games, and using a mobile phone.

## **POLICY**

### **Vision for digital learning at our school**

Caulfield South Primary School (C.S.P.S.) supports the embedded use of Information and Communication Technologies for students and staff to research, publish and communicate in accordance with the Department of Education and Training's *Using Digital Technology to Support Learning and Teaching Policy* (Appendix 1). Usage of eLearning and ICT tools at C.S.P.S. is directed by their effectiveness to support student learning as outlined in the *Victorian Curriculum* and International Baccalaureate Primary Years Programme.

eLearning provides support and enhances student learning in an ever-changing, global community. It is flexible, personalised and develops 21st Century competencies by being embedded into the core principles and practices of teaching and learning at C.S.P.S.

It is commonly understood that a student-centric approach to education is most closely aligned with academic success. When students have a personal device they are able to use it as a tool integrated into all areas of the curriculum. Teachers are able to unite knowledge and creativity in closely integrated learning experiences that maximise student engagement and learning. A school setting where students have a device solely for their use, as the C.S.P.S. Chromebook program provides, is described as 1:1.

Through a variety of web-based applications, teachers can empower students to access learning tasks where they are able to work at their own pace, individually and collaboratively, to create, present and share work with their classmates, school and the world.

By having their own device, our students can remain signed into apps, store their work and

customise their devices to suit their needs. Teachers can assume immediate access to technology and closely integrate it into learning tasks. They can innovate the curriculum, designing learning tasks that are rich, engaging and focused on the needs of individual students. Students can access their work everywhere, at home, in other classes, on excursions; every moment can become a learning opportunity.

## **Implementation**

C.S.P.S. will appoint an ICT coordinator to manage an eLearning team of teachers to coordinate the ICT programs in the school.

The use of the school's network is subject to the C.S.P.S. Student ICT Acceptable Usage Agreement (Appendix 2). These procedures are intended to be consistent with other school policies including the *Student Engagement & Privacy Policy*.

Where there is a reasonable belief that illegal activity may have occurred the Principal will report the suspected illegal activity to the police.

Obtaining unauthorised access to electronic files of others, or to email electronic communications of others, is not permitted and may constitute a criminal offence under the Crimes Act 1958 (Vic) or other legislation.

C.S.P.S. ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or DET liability. The audience that views an electronic message may be unexpected and widespread.

The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and downloaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying material to hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or C.S.P.S. liability, despite the belief that the use of such material was permitted.

Illegal or unlawful use includes but is not limited to use of pornography under the Crimes Act 1958 (Vic), offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking under the Crimes Act 1958 (Vic), use which breaches copyright law, fraudulent activity, computer crimes and other computer offences under the Cyber Crime Act 2001 (Cth) or Crimes Act 1958 (Vic) (as amended by the Crimes (Property Damage and Computer Offences) Act 2003 (Vic)) or any other relevant legislation.

Users of C.S.P.S. ICT systems who receive unsolicited offensive or inappropriate material electronically should notify their classroom teacher and follow the DET *Guide for Responding to Incidents of Inappropriate Behaviour Affecting Students*.

## **Legal**

### ***Copyright, Licensing, and Publication***

Copyright laws and licensing agreements must be respected and sources appropriately acknowledged. Authorised Users must not breach laws of copyright, moral right or intellectual property – this includes illegal copies of software, music, videos, images.

All material submitted for internal publication must be appropriate to the school environment and copyright laws.

Students will be informed of these laws during class instruction.

### ***Incident Response***

Caulfield South Primary School will respond to inappropriate use of ICT and online behaviour that affects students, using the DET *Guide for Responding to Incidents of Inappropriate Behaviour Affecting Students* and the Caulfield South Primary School *Student Engagement and Wellbeing Policy* (Appendix 3).

### ***Privacy***

School ICT and electronic communication should never be used to disclose personal information of another except in accordance with the school's privacy agreement or with proper authorisation. The DET Privacy Policy (Appendix 4) and related legislation requires the school to take reasonable steps to protect the personal information that is held by the school, from misuse and unauthorised access. Authorised users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.

While after school use of communication technologies by students is the responsibility of parents, school policy requires that no student attending the school may identify, discuss, photograph or otherwise publish personal information or personal opinions about school staff, fellow students or the school. Any such behaviour that impacts negatively on the public standing of the school may result in disciplinary action.

The school takes a strong position to protect privacy and prevent personal information and opinion being published over school network facilities, school ICT and any future technologies used at Caulfield South Primary School.

### **Network Connectivity**

Caulfield South Primary School will ensure access to the schools eduSTAR network through school-owned or authorised devices. This network is provided by the DET and complies with their security and filtering requirements. C.S.P.S. makes no guarantee that the network will be operational 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

### **Authorised Usage and eSmart Agreement**

C.S.P.S. will use the '*eSmart Schools*' framework to guide the school in maintaining a smart, safe and responsible use of information and communications technology to support student learning. The '*eSmart Schools*' program was developed by RMIT University in consultation with cybersafety, bullying, education and industry experts from across Australia.

As C.S.P.S. provides network access, the contents of the school ICT system, including email messages, remain the property of the DET. C.S.P.S. has the capacity to monitor and control the system and reserves the right to monitor individual usage and report, where necessary, any indications of misconduct or prohibited use.

All C.S.P.S. students, whether or not they make use of network facilities and communication technologies on school-owned or personal ICT equipment/devices, will be issued with the Caulfield South Primary School Student ICT Acceptable Usage Agreement (Appendix 2).

This document should be read carefully with the acknowledgement page signed and returned to the student's class teacher by the date specified.

The school's ICT, including network facilities, communication technologies, and ICT equipment/devices cannot be used until the acknowledgement page of this Agreement has been signed and returned to the student's class teacher. Signed Agreements will be filed in a secure place.

The school encourages anyone with a query about these guidelines or the Agreement to contact your child's class teacher in the first instance.

## **Personal Devices at Caulfield South Primary School**

### **1:1 Chromebook Program**

Please refer to the C.S.P.S. Chromebook Program Information Pack (Appendix 5) for specific details relating to the implementation of this program.

#### ***Price***

Caulfield South Primary School does not take responsibility for the retail costs associated with the purchase of the device. Device costs are set by the retail supplier Learning With Technology (LWT), a Department of Education and Training authorised school supplier. They reserve the right to alter the cost without notice. The school eLearning team will review the program device on a yearly basis and reserves the right to alter the device for each new year based on a measure of fit for purpose and cost effectiveness.

#### ***Warranty and Servicing***

C.S.P.S. will provide a contact person at the school who will be responsible for logging warranty and servicing claims directly with LWT. Servicing of devices will be conducted at school by LWT authorised technicians. While a device is being serviced, the school will make a replacement device available for use while the student is at school.

#### ***Transporting your device***

When students are transporting their devices in and around the school (for example to a specialist subject), they must ensure that the device is closed and in its carry case. Students should never run with these devices as this may lead to damage if the device is dropped. Students should avoid carrying their device in their backpack, as other items may place unnecessary pressure on the device and damage may occur.

#### ***Chromebooks left in unsupervised areas***

Under no circumstances should a student's device be left in an unsupervised area (including, but not limited to, school grounds, open building spaces, computer lab, specialist areas, library, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the office.

#### ***Monitoring by the school***

The school:

Reserves the right at any time to check work or data on the school's computer network, email, Internet, computers and other school ICT equipment/devices, without obtaining prior consent from the relevant Authorised User.

Reserves the right at any time to check work or data on privately owned ICT equipment on the school site or at any school-related activity. The Authorised User agrees to promptly make the ICT equipment/device available to the school for purposes of any such check and to otherwise cooperate with the school in the process. Before commencing the check, the school will inform the Authorised User of the purpose of the check.

Has an electronic access monitoring system, through Netspace (in accordance with DET requirements), which has the capability to restrict access to certain sites and data.

Uses the GAFE learning platform and Chromebook hardware together to provide a high level of monitoring and security measures at school and at home, using the Chrome management console.

1. Devices are only accessible to students within the @caulfieldsouthps.com domain.
2. Access to online content is strictly filtered according to age and curriculum content.
3. Teachers at C.S.P.S. can curate and supervise content to achieve maximum guided learning.
4. The Australian Government's 'Cybersafety Help Button' is installed on all devices.
5. Devices can be remotely disabled at specific times to manage the amount of screen time.
6. Email is limited to sending to people within our secure @caulfieldsouthps.com domain, and in Year 4, only to members of each child's own year level.
7. Outside accounts are unable to send unsolicited emails.
8. Because these settings are managed centrally and are connected to the student accounts, these restrictions are transferred to the home environment when using the Chromebook.
9. The school has access to all student emails/communications and activities through their @caulfieldsouthps.com account to enable effective monitoring.
10. Filters for inappropriate content are applied to student emails.
11. Google removes ads for @caulfieldsouthps.com domain users.
12. Adblocker Plus application is installed on all devices.
13. Monitors traffic and material sent and received using the school's ICT infrastructures. This may be analysed and monitored to help maintain an eSmart learning environment.

### ***Equity and Access***

Caulfield South Primary School understands that eLearning programs may present a financial burden to some families. As part of its responsibilities, the school has developed a process where it will provide a comparable device for non-participating student use during class time. On occasions these devices may need to be shared with other students within the class.

### **Mobile Phone and Other Personal Device Use at School**

Caulfield South Primary School accepts that some parents provide their children with mobile phones and other personal electronic devices. However, whilst on school property and during school excursions and camps, use of mobile phones or personal electronic devices is not permitted by students unless specifically authorised by the Principal or classroom teacher. Electronic and smart watches are not permitted to be worn during school hours.

## **Responsibility**

It is the preference of the school that mobile phones and personal electronic devices are not brought to school. It is the responsibility of students who do bring mobile phones or personal electronic devices onto school premises to adhere to the guidelines outlined in this document.

Parents should be aware if their child takes a mobile phone or personal electronic device onto school premises, the child's class teacher must be advised.

Students are to switch off their phone or personal electronic device when they enter the school grounds and ensure that it is handed over to the teacher each morning for safe storage during school hours. Mobile devices may be collected by the owner at the end of the school day. Students are required to mark their mobile phone or personal electronic device clearly with their name.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or personal electronic devices that were not handed over to the teacher at the beginning of the day.

The school accepts no responsibility for mobile phones or personal electronic devices that are lost or stolen while students are travelling to and from school.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

When using mobile phones, students must behave according to the C.S.P.S. ICT Acceptable Use Agreement, and protect the privacy and dignity of individuals and security of information, to maintain the public standing of the school and compliance with State and Federal laws.

The school strongly advises that for safety reasons, headphones should not be used when students are traveling to and from school, eg. walking, riding a bike, moving on and off buses.

In accordance with school policies, any mobile phone or personal electronic device being used without authority during the school day will be confiscated.

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in the appropriate way. Phone calls home to parents are to be made with a staff member.

## **Screen Time**

At Caulfield South Primary School teachers recognise that a balanced approach to learning is essential. The C.S.P.S. Chromebook program does not advocate for our students' ICT usage to become the dominant mode of communication or to replace face to face communication. Our whole-school ICT programs aim to use these tools to support more efficient inquiry learning. Screen time at Caulfield South Primary School will be guided by the DET *Safe Usage Guideline* (Appendix 6) and the curriculum and pedagogical needs, as identified by the classroom teacher.

## **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Caulfield South 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 Caulfield South 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 Cyber Safety units of inquiry, incursions and participation in eSmart Week
- 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 and Wellbeing* policy (Appendix 3) 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, information sessions and helpful resources such as the *Children's eSafety Commissioner* (Appendix 8)

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 Caulfield South Primary School's *Student Engagement and Wellbeing* policy (Appendix 3), and *Safe and Respectful Schools Policy (Anti Bullying and Harassment)* (Appendix 7).

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), Caulfield South 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 Engagement and Wellbeing* and *Anti Bullying and Harassment* policies.

### **Appendix List**

1. [DET Using Digital Technologies to Support Learning and Teaching Policy](#)
2. [C.S.P.S. Student ICT Acceptable Usage Agreement](#)
3. [Caulfield South Primary School Student Engagement and Wellbeing Policy](#)
4. [DET Privacy Policy](#)
5. [C.S.P.S. Chromebook Program Information Pack](#)
6. [DET safe usage guideline](#) (ergonomics & duration)
7. [Caulfield South Primary School Safe and Respectful Schools Policy \(Anti Bullying and Harassment\)](#)
8. [Childrens eSafety Commissioner](#)

### **Evaluation**

This policy will be reviewed every 3 years.