



DIGITAL LEARNING

(Internet, social media and digital devices)



Help for non-English speakers

If you need help to understand this policy, please contact office on (03) 9729 5439 or <https://heathmonteastps.vic.edu.au/>

PURPOSE

To ensure that all students and members of our school community understand:

- 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 in levels 5 and 6
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Heathmont East 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](#).
- Heathmont East Primary School participant and user agreement

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

- Heathmont East 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.

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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.

Heathmont East 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. We want 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 Heathmont East Primary School

Some lessons at Heathmont East Primary School involves using school iPads or laptop computers as a tool/resource for different learning activities.

Heathmont East Primary School operates a Bring Your Own Device (BYOD) program in Levels 5 and 6. These classes at our school are delivered with the use of iPads and Adroid devices Parents/carers are invited to purchase a device for their child to bring to school. Heathmont East 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 fully charged each morning
- Is brought to school in a protective case
- All content is school and age appropriate
- VPN turned off

It is recommended that families purchase the latest version of Apple iPad for maximum life; while there is no minimum GB required, the larger the size the more data they can store. Students save work documents including photos and videos to Google Classroom.

During school time when students are not using iPads and devices they are kept locked stored in classrooms. This includes being locked in classrooms during break times.

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.

HEPS 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 one of the level 5 or 6 teachers or the school's digital learning leader.

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Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Heathmont East 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 Heathmont East 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 eSmart.
- 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 (F-4) and Participant Agreement (5-6) 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 a Acceptable Use Agreement (F-4) and Participant Agreement (5-6).

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 and the leadership team 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.

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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 Facebook page for the school to showcase school events and achievements. The HEPS community can provide appropriate feedback and comments on the Facebook posts. Students of all year levels are not to use any Social Media platforms at school.

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.

The HEPS eSmart policy outlines specific expectations for students staff and parents use of digital technology.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Heathmont East 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), Heathmont East 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
- 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 and via Compass
- Included in staff induction processes
- Included in transition and enrolment packs
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

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POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Consultation	School community via Compass and HEPS newsletter Education sub committee School council
Approved by	Principal and School Council
Next scheduled review date	June 2026



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Heathmont East Primary School Acceptable Use Agreement

Foundation - Year 4

In using Digital Technologies to assist with your learning at HEPS, you agree:

Respect

- Use the technology safely and appropriately i.e. use it for learning
- Listen carefully to instructions before using technology
- Allow others to use their technology and not interfere
- Respect other people's online spaces and their content
- Respect people's profiles, information and them as a digital citizen
- Make sure I don't break or damage technology on purpose
- Ensure I don't change, alter or edit settings or set up passwords on school devices
- Carry technology safely, and,
- Return the technology to its home or owner after I have finished using it

Teamwork

- Not delete, change or move other people's learning
- Not to text or communicate with my peers or family unless permission by a teacher
- Ask for permission before taking photos or videos of others
- Use approved websites and/or apps for our learning
- Ask for permission before using or taking technology outside
- Think about what I am doing and how that can affect others
- Tell a teacher if I find any broken, damaged or missing technology

Growth

- Always participate positively online and model the school's values at all times
- If I make a mistake or there is an issue, tell a teacher and learn from this
- Ensure that the content I am accessing is appropriate for school and my age
- Make sure I use the technology in the right place e.g. Spheros on the floor and iPads at the table
- Ensure that I don't eat food and drink when using or around technology

Resilience

- Ensure that I do my best and don't do mean things or encourage others to do this
- Ensure that I do not give out personal or other people's information to others
- Tell a teacher immediately if something inappropriate pops up or happens and ensure that I resist from telling everyone
- If something is challenging, persist and seek help when required
- Always think about how I am using technology and that consequences may apply for my inappropriate behaviour

I have read with my parents the Heathmont East Primary Acceptable Use Agreement. I agree to follow the rules contained in the agreement. I understand that failure to follow this agreement may result in having my participation in the program suspended or revoked.

Student Name: _____ Signature: _____ Date: _____

I have read with my child the Heathmont East Primary Acceptable Use Agreement. I agree to encourage my child to follow the rules contained in the agreement.

Parent Name: _____ Signature: _____ Date: _____



Consequences for Inappropriate Use

Should a student use technology inappropriately during school hours, the following consequences will be applied:

First incident: Minor

The Classroom Teacher will have a conversation with the student/s involved and work together to redirect and reteach any issues that the student/s may be experiencing. As a result, the technology may be confiscated or a restriction put in place. This may include -

- The technology being taken for the remainder of the session
- Parents notified

Examples of minor incidents:

- Playing games at an inappropriate time

Second incident: Major

The Classroom Teacher, Digital Technologies Leader and/or Assistant Principal and the student's parents/guardians will be communicated of the circumstances surrounding the inappropriate use. As a result, a consequence will be given: the technology may be confiscated or a restriction put in place. This may include -

- The technology being taken for the remainder of the session or rest of the day
- Restrictions put in place around technology and its use
- Parents notified

Examples of major incidents:

- Texting on a social media or using social media during school hours
- Failure to listen to teachers warning after a minor incident

A More Serious incident:

The Classroom Teacher, Digital Technologies Leader and/or Principal will be notified immediately, and in turn inform Parents/Guardian. These issues will be dealt with on an individual basis. As a result, the technology may be confiscated or a restriction put in place. This may include -

- The technology being taken for an extended time
- Permanent restrictions put in place around technology and its use
- Further consequences as deemed appropriate by the school

Examples of serious incidents:

- Damaging school technology
- Making hurtful posts about others online

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ANNEXURE B: 1:1 DEVICE AGREEMENT



Heathmont East Primary School 1:1 Device Agreement

In bringing your iPad to Heathmont East Primary School to assist with your learning, you agree to:

1. Follow all teacher direction including when to use your iPad.
2. Access only the information related to the learning task.
3. Only use apps related to learning while at school. Using apps that are not related to learning will result in consequences decided by your classroom teacher.
4. Have your iPad fully charged at the start of every school day. Charging will not be an option at school.
5. If using a 4G/5G iPad, 4G/5G must be turned off during school time or the sim card removed.
6. Inform the teacher or others when using the camera and audio functions. You may only photograph and record others who have given their permission.
7. Ensure that your device is password locked. Do not share your password lock with any other students. You must tell your parents the password.
8. Seek your teacher's permission before emailing in class, with iMessaging not to be accessed on school grounds unless permitted by a teacher.
9. Ensure that your device does not have a VPN Application installed.
10. Teachers have the right to look at any application, file or browsing history data on the iPad at any time.
11. Only use your personal device. Do not loan your device to another student or touch someone else's iPad. Your iPad is your responsibility.
12. Transport and store your device in a safe and secure manner. When not using your iPad, make sure it is always kept in your tub.
13. Ensure your iPad is stored in a secure case when at school.
14. Ensure your iPad is placed in the trolley to be locked away - iPads will be stored in a locked room during recess, lunch time and assemblies.
15. Only use the iPad during class time. Your iPad must remain in a zipped school bag before and after school and is not to go outside at recess and lunchtime.
16. Ensuring your device contains age-appropriate content e.g. apps, photos/videos, music etc

In bringing your iPad to Heathmont East Primary School to assist with your learning, you understand that:

17. Following all teacher directions
18. Includes connecting with the Classroom Application on the teacher's iPad upon request.
19. iPads are not to be used during a Wet Day Timetable.
20. Your device may be removed by teachers until the end of the lesson. For more serious breaches, the iPad will be held for longer and your parents contacted.

I have read with my parents the Heathmont East Primary School iPad Agreement. I agree to follow the rules contained in the agreement. I understand that failure to follow this agreement may result in having my participation in the program suspended or revoked.

Student Name: _____ Signature: _____ Date: _____

I have read with my child the Heathmont East Primary School iPad Agreement. I agree to encourage my child to follow the rules contained in the agreement.

Parent Name: _____ Signature: _____ Date: _____

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ANNEXURE C: DEVICE LOAN AGREEMENT

Heathmont East Primary School

Device Loan Agreement

Student is responsible for:

- Adhering to the school's 1:1 iPad Agreement both at home and school
- Using the device safely and appropriately at all times

Parents need to be aware:

- Parents/guardians should be aware that files stored on the device, or on the school's system, are not private and will be monitored by the school's technician and the Digital Technologies leader
- The responsibility for providing a safe, age-appropriate network environment in the home settings remains with the parents
- The device will be used safely and in accordance with the school's 1:1 iPad Agreement
- All activity can be accessed and traced

Conditions of use for school-owned devices

- Any problems, vandalism, damage, loss or theft of the device must be reported **immediately** to the school and ultimately, is your responsibility
- No unauthorised repairs are to be carried out on school-owned devices.
- In the case of suspected theft of a school-owned device that has been loaned, a police report must be made by the family and a copy of the report provided to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the parent will pay the costs of repairing the damage or, if necessary, the costs of replacing the school-owned device.
- Students who engage in cyberbullying practices can expect consequences which are consistent with practices outlined in various school policies. This may include referral to authorities, such as DET or Police as required.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards

of behaviour set out within this agreement. I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.

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Student Name		Parent/Guardian Name:	
Student Signature:		Parent/Guardian Signature	
Date:		Date:	
HEPS Rep Name:		HEPS Rep Signature:	
Date:			
iPad Serial Number:		Notebook Serial Number:	
iPad charger:	Yes No	Notebook charger:	Yes No



ANNEXURE D: NOTEBOOK PARTICIPANT AGREEMENT

NOTEBOOK PARTICIPANT AGREEMENT HEATHMONT EAST PRIMARY SCHOOL

Equipment

- I understand that the Equipment allocated to me includes the notebook and all accompanying accessories.
- I will not sell, assign, transfer, or otherwise dispose of any Equipment or its component items allocated to me.

Proprietary

- I accept that this agreement does not confer on me any ownership or proprietary interest in or to the notebook and its accompanying accessories.
- I will return the Equipment:
 - on my last working day prior to starting a period of leave greater than one term;
 - on my last day of employment in that school (though not necessarily with the Department); or
 - if a change in my status affects my eligibility for the program.

Equipment care

- I will keep the Equipment in good working order and notify my School Notebook Coordinator (SNC) immediately of any defect or malfunction.
- I will immediately contact my SNC if any of the Equipment becomes damaged, lost or stolen.
- I will take exceptional care of the Equipment allocated to me including:
 - never leaving the notebook unattended or unsecured;
 - never leaving the notebook in plain view in an unattended or unsecured vehicle;
 - never allowing the notebook to be accessed by unauthorised people;
 - never allowing the notebook to be interfered with, tampered with or altered by a third party without the approval of the SNC or school principal; and
 - ensure due care is taken in the handling, transporting and usage of the notebook.
- I will return the Equipment to the school in good working order. I understand that no upgraded or replacement notebook package will be issued to me unless and until I have returned the original equipment in good condition and working order.
- I understand that only the base notebook, and none of the accessories, is covered by insurance and that if I lose accessories, or they are stolen, the school may seek reimbursement for their replacement.

Parameters of use

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I will use the Equipment lawfully and in accordance with both the Department’s Acceptable Use Policy and, if any, the School’s Acceptable Use Policy, both of which may change from time to time. I understand that the contents of such a policy relates to the ethical use of technology, use of legal software, use of the internet and the protection of personal data.

- I will not use the Equipment for any commercial purpose.
- I will not allow anyone else to use the Equipment.
- I will not share my network user account and password.

Modifications

- I will not add or modify the hardware base of the notebook in any way.
- I will only add software that is licensed and compatible with the Department’s standard operating system. I understand that I can select additional software from the eduSTAR Catalogue (<https://www.edustar.vic.edu.au/Catalogue>).
- I will never remove, conceal, or alter any notebook markings, serial number tags, or engravings.

Data retention

- I will save all data to school networks and will back up my work so that no data is lost should the notebook be repaired, returned or re-imaged.

Notebook Use Agreement

I confirm that I have read and understand the Terms and Conditions of Notebook Use and am willing to follow those Terms and Conditions when using the Equipment allocated to me by **Heathmont East Primary School**

Accordingly, my signature confirms my:

- acceptance of delivery of Equipment allocated to me; and
- agreement to the Terms and Conditions.

Notebook Model:

Serial Number:

Employee Name:

Employee Signature:

Date:

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