

Digital Learning Policy & Statement of Online Services used at Portarlington Primary School

Internet, social media and digital devices



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Portarlington Primary School on 03 5259 2572 or portarlington.ps@education.vic.gov.au.

PURPOSE

1. 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 BYOD personal device 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
2. To ensure that Portarlington Primary School communicates the online services used at the school.

SCOPE

This policy applies to all students and staff at Portarlington 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 also follow our school's Acceptable Use Agreement.

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

- Portarlington 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.

Portarlington 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

Portarlington Primary School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads and notebook computers.

Parents/carers are invited to purchase a device for their child to bring to school. Portarlington Primary School has made special arrangements with JB HiFi education who offer discounted prices purchase of devices for our students. Portarlington 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
- has at least 64 GB of storage
- operates on OS version OS8 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.

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

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Portarlington 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 our school, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork

- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, 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 as appropriate, 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.

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 Portarlington 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), Portarlington Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website or COMPASS
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

DIGITAL LEARNING STATEMENT- ONLINE SERVICES AT PORTARLINGTON PRIMARY SCHOOL

PURPOSE

To ensure that Portarlington Primary School communicates the online services used at the school.

ONLINE SERVICES

Our school uses a variety of online services and applications (**online services**) to support and enhance our students' educational experiences and to create a high quality and innovative learning environment. Our school uses online services for:

- teaching and learning
- communication and engagement with parents
- student administration
- school management
- complying with legal requirements
- supporting students' social and emotional wellbeing, and health
- supporting policy in relation to student education and wellbeing
- other purposes stated in the [Schools' Privacy Policy](#).

Online Services used at Portarlington PS	Whose and what information	Why this information is collected	Data storage location & service provider privacy policy
Compass	- Student details: first name, surname, year level, class, school name, age, date of birth, photo, ATSI status, ESLstatus, CASES ID, state, country - Attendance information. - Student reports and assessment results. - Notes on student work, wellbeing, attendance, and behaviour. - Medical details. - Profile photo of student. - Excursion and extracurricular activity details. - Parent/carer details: first name, surname, address, email, home and mobile number, school name - Emergency contact details for students. Information about parent/carer access.	Compass provides schools with a single platform for school and student administration functions, such as financial management, attendance, student assessment and reporting, communicating with parents and fulfilling legal requirements such as duty of care.	Australia Compass Privacy Policy
Department of Education Provided- Google Workspace for Education	- Student Full Name - Student Email - Student Year Level - Student Class - Student Location - Information - Student Work - Student Assessment	Victorian Government school students and teachers can collaborate anytime and anywhere with a suite of trusted, reliable tools; designed specifically for education.	USA The Department owns the data including all student details. It's Google's responsibility to keep it secure Google Privacy Policy
Department of Education Provided- Microsoft 365	- Student - Department Name - Student - Department Email - Student year group - School Name	Microsoft 365 provides learning tools that enable collaboration.	Australia <i>(with the exception of Microsoft Sway and Microsoft Forms data which is stored in the USA).</i>

	Student Created Content		Microsoft Privacy Statement
Mathletics	- Student first name, surname, class, year level, school name and country or state. - Student responses to online learning, tests, and academic results.	Provides students with access to online maths learning tool and online maths competitions. Enables teachers to track and assess student progress and tailor further learning.	USA Privacy Policy –3P Learning
Epic	- Student first name, surname, year level, class, school name. - Students' responses to online learning.	Provides students with access to online literacy learning tool. Enables teachers to track and assess student progress and tailor further learning.	USA Privacy Policy Epic
Essential Assessment	- Student first name, surname, year level, class, age, gender, school name. - Students' responses to online learning.	Provides students with access to online maths learning tool. Enables teachers to track and assess student progress and tailor further learning.	Australia Essential Assessment Privacy Policy.
ACER/OAR S Progressive Achievement Tests (PAT)	- Student first name, surname, year level, class, school name, CASES ID. - Students' responses to online learning.	Enables teachers to track and assess student progress and tailor further learning.	Australia ACER PrivacyPolicy
Kodable	- Student first name, surname initial, year level, class, school name. - Students' responses to online learning.	A suite of engaging learning games empower children to develop essential skills to shape a digital future.	USA Kodable Privacy Centre
Scratch	- class, school name. - Students' responses to online learning.	World's largest coding community for children and a coding language with a simple visual interface that allows young people to create digital stories, games, and animations.	USA Scratch Privacy Policy
Webex (Cisco) <i>The use of student accounts by has been disabled by the department by default.</i>	Student Department email (<i>for when joining a meeting under the invitation of a teacher</i>).	Videoconferencing platform. Opportunities for interaction with a wide range of experts such as	Australia Cisco Privacy Statement

<i>This has been enacted to enhance compliance with department policies, including the adherence to the Child Safe Standards. Students can only enter a meeting by invitation of a teacher.</i>		museums, art galleries.	
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In addition to the above, and where appropriate or permitted by law, school staff or software providers may access information in online services for other purposes, for example, where the software provider needs access to provide technical support.

Please click this link to read important [privacy information for students, parents, and carers](#).

What Content and Materials will be shared through the Software?

Students may have the ability to create, store and share schoolwork related content, such as photographs, audio and video recordings, and non-classroom related information. Where this work contains personally identifiable information of students or others, we will guide students on how to handle it safely and respectfully, and to seek appropriate permissions.

How do we protect Personal and Other Information?

Personal information will be handled in line with the school's and DET's policies. These include: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies](#), [BPS Digital Learning Policy](#) [Digital Learning in Schools](#) and [Records Management Policy](#).

We will help your child to use online learning systems safely by providing them with technical or any other help they need.

You can also assist by:

- having conversations with your child about eSafety
- checking that your child is comfortable raising any issues with you or their teacher
- watching your child when they use the software from home to check if they have any concerns.

Who can I contact if I have questions?

If you wish to request access to your/your child's information, have any questions or concerns regarding your child using any of the online services, or you do *not* want your child to participate, please contact the school office: -

Phone: 52592572

Email: portarlinton.ps@edumail.vic.gov.au

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices - Access](#)

- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	School Council-22 nd October 2024 COMPASS- 23 rd October 2024
Approved by	Principal
Next scheduled review date	Before December 2026