



## **Digital Learning Policy/BYO iPad and Acceptable Use Agreement**

### **Digital Learning Policy**



#### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the administration office.

### **Purpose**

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

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school, including our 1-to-1 BYO iPad program

(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads)

(c) the school's commitment to promoting safe and responsible 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 at Aitken Creek Primary School, whilst at school.

Staff use of technology is governed by the following Department of Education 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, visitors and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Aitken Creek Primary School's Child safety Code of Conduct (see [school website](#))

- [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 being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video. This includes Department-provided software and locally sourced devices, tools and systems.

## Policy

### **Vision for digital technology at ACPS**

Aitken Creek Primary School understands that digital technologies including the internet, apps, computers, iPads and digi-tech equipment 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Aitken Creek 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 interconnected world. Our school’s vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Aitken Creek Primary School, we are committed to educating all students to be safe and responsible in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Aitken Creek Primary School, we:

- use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred
- restrict the use digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe and responsible use of digital technologies, including:
- educating our students about digital issues such as online privacy, intellectual property and

copyright, and the importance of maintaining their own privacy online

- actively educating and reminding students of our *School Wide Positive Behaviour Support* framework that outlines our School's values and expected student behaviour, including the 'when in a digital environment' section
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school (*see Appendix 1*)
- 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 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 their responsibility in the safe and responsible use of digital technologies
- Support parents and carers with resources and strategies that can be implemented at home through regular updates via Compass posts
- provide a secure storage unit where iPads are stored when not in use, including during breaks.

Use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (*see Appendix 1*).

It is the responsibility of all students to protect any individual accounts and not divulge them to other people. 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, Head of Department and/or Digital Technology Coordinator as soon as possible.

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 technology 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 Aitken Creek Primary School's *School-Wide Positive Behaviour Support* framework, **Student Wellbeing and Engagement** (see [school website](#)) policy and other related policies.

When a student breaches 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), Aitken Creek Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach, previous breaches and the context of the situation.

This includes:

- removal of network access privileges
- removal of school-provided cloud/drive privileges
- removal of internet access privileges
- removal of digital technologies privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and other related policies.

### **Internet Safety (eSafety)**

Aitken Creek Primary School is a registered eSmart school. This is a whole school program designed in conjunction with the Department of Education and Training and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program and students will be expected to meet the guidelines.

This includes, but is not limited to:

- using appropriate language
- only logging into their own student accounts
- keeping login information private
- keeping personal information private in any communications, without sharing photos/videos of themselves and others, unless it is related to student learning with teacher permission
- only taking photos of others with their permission and when it relates to student learning with teacher permission

### **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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in enrolment packs
- Included as annual reference via Compass
- Discussed at community meetings in class
- Made available in hard copy from school administration upon request

**Policy Review and Approval**

Policy last reviewed	December 2021
Approved by	Principal
Next scheduled review date	December 2023

## BYO iPad Policy



### **Help for non-English speakers**

If you need help to understand the information in this policy please contact the administration office.

Aitken Creek Primary School aspires to be a leader in incorporating digital learning strategies into all areas of the curriculum. The use of digital technologies will be an integral component of classroom practice and will be used to engage and empower both students and teachers. Learners will be able to communicate, create and collaborate with a wide range of technologies. They will be prepared to become digitally literate, innovative and confident users, critical, creative and confident thinkers and active, lifelong members of a global community

### **Rationale**

Aitken Creek Primary School is committed to creating a 21st century learning environment. Students will be able to access our wireless network with their personal iPad during the school day to maximise learning time with technology. With classroom teacher approval students may use their own iPad to access the internet and collaborate with other students through a range of online collaborative learning tools.

### **Aims**

- To enable more students to access digital technology on a regular basis.
- To ensure maximum learning through digital technologies.
- To build on student's current ICT skills and abilities
- To provide students with a differentiated and personalised curriculum through the use of digital technologies
- To promote the safe and acceptable use of digital technologies and personal devices
- To develop digital literacy and citizenship of all students.

### **Guidelines**

Access to the Department of Education and Training (DET) wireless network, including the Internet, will be made available to students and employees for instructional and administrative purposes in accordance with administrative regulations.

Access to the Department of Education and Training electronic communications system is a privilege, not a right. All users shall be required to understand and follow all expectations governing the use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Aitken Creek Primary School Acceptable Use Policy and Department of Education and Training policies.

### **Implementation**

- Unauthorised use of digital technologies will result in suspension of privileges.
- During lunchtime and recess, iPads will be locked inside the lockable white cupboards in each classroom. They will not be permitted to be taken into the school yard, unless under

the supervision and direction of a teacher.

- Taking of photos, blogging, participating in unapproved social media, interacting with other students' social media is strictly forbidden without permission.
- Students will be responsible for their own devices. The school will take no responsibility for any lost/damaged or stolen devices.
- DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property. Families will therefore require their own insurance for portable devices brought to school.
- This policy applies to all students equally during school excursions, interschool sport, camps, excursions and extra-curricular activities.
- An iPad App list will be given to families with required apps to download to use in a variety of learning experiences.
- Use of 3G, 4G and 5G wireless connections is not permitted at any time.
- Any iPad that is brought to school must be in a protective case.
- Students will not be permitted to download data including apps at any time without the schools or teacher permission.
- iPads need to be compatible with the school network to ensure educational apps can be used. Parents need to refer back to the school website where compatible devices are listed,
- It is the responsibility of families to ensure that all apps on the iPad list are installed prior to use at school.

### **Acceptable Use:**

Students will be able to use devices for the following purposes in conjunction with the Digital Technologies Acceptable Use Policy.

1. Creativity and Innovation
2. Communication and Collaboration
3. Research and Information Fluency
4. Critical Thinking, Problem Solving and Decision Making
5. Digital Citizenship
6. Technology Operations and Concepts

### **iPad General Use**

- The iPad is supplied for predominant use by the student. They are responsible for all information and content on the device which needs to fit within the ACPS iPad Acceptable Use Policy
- The students should come to school each day with their iPad fully charged. Charging will not be allowed at school.
- The use of privately owned iPads while at school will follow the same regulations as applies to our existing school iPads and computers. They are only to be used for tasks relating to school work, and confiscation will result from any inappropriate use, as determined by the student's supervising teacher at the time.
- Teaching staff have the right to look at any application, file, or browsing history data on the iPad at any time.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time.
- iPads will be put away at eating times. No food or drink should be consumed near student iPads.
- iPads will not be taken outside without the direct permission of a teacher either during class time, recess or lunchtime.
- When travelling to and from school, the iPad should remain in a zipped up school bag. Students are strongly advised not to use the iPad between school and home.
- The school recommends that when using the iPad at home it is used in a family or common area where they can be supervised and not in the student's bedroom or other private

space.

## Apple ID

- (a) An Apple ID is required to download apps and other content onto the iPad to allow the iPad to function.
- (b) Parents/Legal Guardians will be responsible for the purchase of core educational apps from the App Store.
- (c) This will be accompanied by instructions to create an Apple ID account and to download the required core apps for the program. It is not necessary to use credit card details for the creation of an Apple ID.
- (d) Parents may choose to use an existing Apple ID account to allow access to previously purchased apps. Before deciding to take this course of action, please consider that all apps that are purchased will sync to any other device using the same account and vice versa.
- (e) A student./family are entirely responsible for maintaining the confidentiality of information held in the their account, including the their password and for any activity that occurs under the their account as a result of failing to keep this information secure and confidential.
- (f) Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school ICT Acceptable Use Agreement and this BYO iPad Policy.

## Apple ID Use Agreement

- (g) The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded.
- (h) Parental controls should be set on the iPad with password protection to ensure they stay in place. This will assist with managing appropriate content.

## eSmart

Aitken Creek Primary School is a registered eSmart school. This is a whole school program designed in conjunction with the Education Department and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program and students will be expected to meet the guidelines.

## Responsibility for iPads

It is each student's responsibility to ensure that the iPad is looked after. The school has no liability for damage or loss of any personal items brought to school, including iPads.

## 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 processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in enrolment packs
- Included as annual reference via Compass
- Discussed at community meetings in class
- Made available in hard copy from school administration upon request



**Policy Review and Approval**

Policy last reviewed	December 2021
Approved by	Principal
Next scheduled review date	December 2023

## Digital Learning/BYO iPad Student and Parent/Guardian Acceptable Use Agreement



Students access the internet through eduStar, which is provided by the Department of Education and Training. 3G, 4G and 5G networks are not to be used.

### **Security and Damage of BYO iPads**

The student will be responsible for their own device and protective cases are required. Names should be clearly labelled. iPads will be locked in secure cupboards during lunch, recess and when students are in specialist classes unless they are required. Aitken Creek Primary School takes no responsibility for any loss or damage incurred to personal owned devices either at school or in transit to and from school and insurance is the responsibility of the family. Any issues with the device are the responsibility of the student/family to resolve.

### **General Care at School and Home (School technology and BYO iPads)**

1. Heavy objects should never be placed or stacked on top of digital technologies. This includes bags, books, musical instruments, sports equipment etc.
2. Use both hands when carrying any digital technology device
3. iPad covers should be on devices at all times
4. Always put digital technology in a safe place when it is not being used.
5. Keep digital technologies away from drinks, other liquids and rain to prevent damage.
6. Take care when inserting and removing cords to digital technologies. Never force cords in as it may cause damage.
7. Do not expose the digital technology to extreme temperatures, direct sunlight or ultraviolet light for extended periods of time.

### **Student Responsibilities**

The use of digital technologies at school is a privilege. Inappropriate or unauthorised use of the device at school may result in this privilege being removed. Digital technologies are to be used in accordance with the ACPS Digital Technologies Policy, School Code of Conduct and other related policies. The student must agree to the following conditions:

8. I will follow all of the rules as stated in the ACPS Digital Technologies Policy
9. I will take good care of all digital technologies
10. I will only use digital technologies during class time when allowed by the classroom teacher.
11. I will only use digital technologies with the permission of my teacher.
12. I will not use digital technologies during recess or lunchtime, unless I have permission from my teacher during inside play (e.g. clubs)
13. I will not remove any digital technologies from the classroom without the teacher's permission.
14. I will take care when transporting my device to and from school, and will ensure that it is in a waterproof cover in my school bag at all times. I will not drop, kick or throw my school bag when it contains my iPad. **(For students involved in the BYO iPad Program)**
15. I will use digital technologies in ways that are appropriate, meet school expectations and are educational.
16. I agree that any inappropriate use of digital technologies will result in school discipline that may include (but not limited to) the confiscation of the device for the remainder of the day, loss of the privilege to use the device at school and/or school suspension.  
*Inappropriate use includes but is not limited to:*
  - visiting inappropriate websites.
  - possessing inappropriate material including pictures, music and videos.

- using inappropriate apps.
- unauthorised use of the device.
- using the camera to take pictures or videos without the teacher's permission.
- uploading any material, such as media or files, without the teacher's permission.
- using language considered inappropriate according to the School Code of Conduct.

17. I will not download any apps, music or videos at school without a teacher's permission.

18. I understand that apps downloaded for personal use are not to be accessed at school (e.g. games and social media). **(For students involved in the BYO iPad Program)**

19. I will bring the iPad to school each day sufficiently charged for school use. I understand I will not be able to charge my iPad at school. **(For students involved in the BYO iPad Program)**

20. I am aware that photos, audio and videos of other people taken on my iPad may not be uploaded to the Internet without their permission. **(For students involved in the BYO iPad Program)**

### Family Responsibilities

21. It is expected that the iPad will be brought to school each day and will be available for school related work by the student at home. **(For students involved in the BYO iPad Program)**

22. Parents/guardians are responsible for monitoring their child's use of devices and internet at home. A family discussion and agreement is recommended.

23. An Apple ID is required to download apps and other content onto the iPad. The owner of an Apple ID must be at least 13 years old; hence parents/guardians are responsible for the Apple ID used with the iPad and what content is downloaded. **(For students involved in the BYO iPad Program)**

24. Parents/guardians are responsible for downloading the school required apps and syncing all iOS and app updates on the device. **(For students involved in the BYO iPad Program)**

25. All material on the device should be legally licensed and suitable for a primary school aged child. **(For students involved in the BYO iPad Program)**

26. A jail broken device will not be added to the school network. If an iPad is discovered to be jail broken at a later stage then it will not be able to be used at school until it is restored to a standard state. **(For students involved in the BYO iPad Program)**

27. The school has the right to collect and examine any device that is suspected of causing problems on the network or was the source of a security attack. **(For students involved in the BYO iPad Program)**

28. Parents/guardians should notify the classroom teacher if their child is unable to bring the iPad to school.

**We have read, understood and agree to follow all responsibilities as outlined in the Digital Learning/BYO iPad Student and Parent/Guardian Acceptable Use Agreement.**

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### Student and Parent/Guardian Acceptable Use Agreement:

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

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

My child **will/will not** (please circle) be bringing an iPad to school.

*Please note: this agreement still needs to be signed and returned even if you are not participating in the BYO iPad program.*

Date: \_\_\_\_\_

