MILGATE PRIMARY SCHOOL
DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) POLICY

Help for non-English speakers

If you need help to understand the information in this policy please contact 9842 7744.

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 personal device program for Years 3-6
- (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 in promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

Scope:
This policy applies to all students and staff at Milgate 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:
- Milgate 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)

MPS- Digital Learning (Internet, Social Media and Digital Devices) Policy

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.
- **Equipment** includes school-issued and personal devices taken and used at school such as iPads, smart watches, mobile phones, computers, interactive data panels, projectors, digital cameras, printers, scanners, microphones and headphones.
- **Network** covers internet (world-wide web) and school (intranet) networks and mobile phone networks.
- **BYOD iPad Program** refers to the Bring Your Own Device iPad Programs for Years 3-6

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.

Milgate 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 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 Milgate Primary School

Year 3-6 classes at Milgate Primary School are delivered with the use of iPads. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day. Milgate Primary School has special arrangements with JB Hi-Fi Education Solutions that offer discounted prices for the purchase of devices for Milgate Primary School students. (See Annex B)

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/guardians are encouraged to consider obtaining their own insurance for their child's device.

Milgate Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Loaning of school-owned devices to students will only be permitted where parents/carers have completed a signed 'Recipient Agreement'.
Parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school.

Students are required to have their own device that must have the following:
- **iPad 9th Generation or newer** | We recommend the 10th generation iPad or newer
- **Wi-Fi** | This is to enable students to connect to the school's network
- **NO SIM card** is to be added to the iPad | This is for security purposes
- **No** VPN (Virtual Private Network) Apps are permitted | This is for security purposes
- **Memory** | We recommend a minimum of 64GB
- **Cover** | There are many available so please choose something appropriate for your child [consider durability, shock-proof, safety, versatility, etc]
- **Screen Protector**

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Milgate 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 Milgate 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 through the Cyber Safety Project
- 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 *Digital Technologies Acceptable Use Agreement (See Annex C)* 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, Compass and information sessions.

Internet access for student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (see Annex C).

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 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. 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.

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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 Milgate Primary School's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

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), Milgate 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 internet access privileges
● removal of printing privileges
● deleting of apps
● removing the equipment from the student
● 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 through Compass
● included in staff induction and child safety training processes
● discussed at staff briefings/meetings as required
● included in our staff handbook (Quick Guide to Milgate)
● discussed at parent information nights/sessions
● made available in hard copy from the school administration upon request

Related policies and documents:
● *Bullying Prevention Policy*
● *Student Wellbeing and Engagement policy*

POLICY REVIEW AND APPROVAL

Policy last reviewed	08/24
Consultation	School Council
Approved by	Principal
Next scheduled review date	08/26

Annex A: Recommendations & Guidelines for parents

At school, computers and the Internet are used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. Unfocused clicking through websites can lead students to access inappropriate content. Below are some guidelines for parents to embrace these technologies while being aware of the pitfalls.

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Open communication between parents, teachers and students is the best way to keep students safe. It is important that students feel that it is okay to tell a teacher or parent when they are feeling uncomfortable or threatened online. Parents should play an active role in monitoring and restricting their use of computers and the internet.

Monitor

Make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities. Ask questions when your child shows you what they are doing, such as:
- who is else is sharing this space or game – did you know them before or "meet" them online?
- why is this so enjoyable – what makes it fun?
- can you see any risks or dangers in the activity – what would you say to warn/inform a younger child?
- what are you doing to protect yourself or your friends from these potential dangers?

Have the computer with Internet access in a shared place in the house and encourage your child to approach an adult for help. Limit the time your child spends on electronic devices each day. Collect all handheld devices at an allocated time each evening (eg. 7pm) and store them in a central location.

Privacy

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Facebook and Instagram, blogs etc. We recommend they:
- don't use their own name but develop an online name and use an avatar.
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)
- set all profiles and accounts to private.

Illegal behaviours

All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it. By downloading things such as a VPN (Virtual Privacy Network) you risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Cyber Safety

Cyber Safety is an integral part of our Digital Technologies program at Milgate PS. Students from Foundation—Year 6 are taught how to use technology and the internet in a safe and responsible way. Cyber safety is a team effort between the student, family and school.

- **Cyber Safety Project**

At Milgate PS all students will participate in **'Cyber Safety Project'** modules to ensure that students are equipped with tools they will need to become 21st Century Digital Citizens. The Cyber Safety Project works with our community by: engaging with students in Year 3—6 through an incursion, providing Staff with Professional Development and a Curriculum Portal, as well as presenting an after school Webinar to parents. Through their participation in the Cyber Safety Project, all Milgate PS students will be provided with the space and time to learn and understand the way that they can connect and interact safely through digital platforms, devices, sites, apps and gaming networks.

https://cybersafetyproject.com.au/

- **eSmart Schools**

eSmart Schools was developed by RMIT University in consultation with cybersafety, bullying, education and industry experts from across Australia.

https://www.esmartschools.org.au

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- **Cybersmart**

Cybersmart is a national cybersafety and cybersecurity education program managed by the Australian Communications and Media Authority (ACMA), as part of the Australian Government's commitment to cybersafety.

http://www.cybersmart.gov.au/kids.aspx

- **Bullying. No Way!**

Bullying. No Way! is managed by the Safe and Supportive School Communities (SSSC) Working Group. The SSSC includes education representatives from the Commonwealth and all states and territories, as well as national Catholic and independent schooling representatives. Members work together to create learning environments where every student and school community member is safe, supported, respected and valued.

http://bullyingnoway.gov.au/parents/facts/cybersafety.html

- **Stay Smart Online**

Stay Smart Online is the Australian Government's online safety and security website, designed to help everyone understand the risks and the simple steps we can take to protect our personal and financial information online.

https://www.staysmartonline.gov.au/home_users/protect_your_children

- **eSafety Commissioner**

The eSafety Commissioner is a platform that people can access to get information about beings safe online, report inappropriate behaviour and participate in seminars. This is a platform that is accessible to all ages.

https://www.esafety.gov.au/

Annex B: BYOD iPad Program

Milgate Primary School supports the belief that through Digital Technologies, we equip students to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a critical, effective and creative manner.

iPad General Use
- Parents/Legal Guardians will be asked at the onset of the program to have Milgate Specialist Technicians install Jamf School and necessary Apps.
- Students are responsible for all information and content on the device, which needs to fit within the Acceptable Use Agreement guidelines for Digital Technologies and the BYOD program.
- The students are required to come to school each day with their iPad fully charged for the day's activities. Charging will not be an option at school.
- Students are responsible for placing their iPads in their classroom before going and playing prior to the start of the school day. At the end of the school day, students should place their iPad in their school bag and it should remain there until they are under the supervision of their parent/guardian(s).
- Students are responsible for the care of their iPad. The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- iPads will not be taken outside without the direct permission of a teacher during class time.
- Teaching staff have the right to look at any application or file on the iPad at any time and remove the application if they deem it to be inappropriate.
- The iPad is for educational use at school and not for personal use during school learning time
- The school recommends that when using the iPad at home it be used in a family or common area and not in the bedroom. Charging of the iPad should occur in a common area within the home.

JAMF - School Mobile Device Management (MDM)
As of 2021, Use of Apple Services on student BYOD iPads is NOT required as their devices will be integrated with the school MDM service (JAMF School), and any school-endorsed apps will be made available to student use. Only non-school endorsed apps or purchase-to-own apps, will require Apple ID Account to purchase and/or download.

Apple Services
1. (OPTIONAL) An AppleID Account is required only for Apps that are not provided by the school.
2. (OPTIONAL) This will be accompanied by instructions to create an AppleID account and to download the required Apps not provided by the school. It is not necessary to use credit card details for the creation of an AppleID account.
3. As the device will be managed by the school, school-provided Apps will be delivered through remote deployment via MDM Service.
4. By using Apple Services (Software) a user agrees to be bound by the terms and conditions of the Software Licence Agreement.
5. By using Apple Websites (Site) a user agrees to be bound by the Terms and Conditions of Use (Terms of Use) that apply to the website.
6. Parents may choose to use an AppleID Account to allow access to music or other items. This is a family decision, but not recommended by the school.
7. A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
8. Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
9. The School would highly recommend that a parent be listed as an email contact for the AppleID account when software is being purchased (the term used for free programs also) so they can track the usage.
10. Parental controls should be set through the Screen Time menu on the iPad. Jamf School has the Parent App to also assist in managing the usage of the device.

iPad Restrictions | Screen Time

We strongly suggest that you look at the restrictions section in the iPad settings. Jamf School has the Parent App to also assist in managing the use of the device.

It would be appropriate to enable restrictions to the section at the bottom of the menu for 'Allowed Content'. This can be made appropriate for the Primary School age group for the different categories. The passcode should not be known by the student.

Parental Controls

With Content & Privacy Restrictions in Screen Time, you can block or limit specific Apps and features on your child's device. And restrict the settings on your iPhone or iPad for explicit content, purchases and downloads, and privacy.

Set Content & Privacy Restrictions

1. Go to Settings and tap Screen Time.
2. Tap Continue, then choose 'This is My [Device]' or 'This is My Child's [Device]'.
    o   If you're the parent or guardian of your device and want to prevent another family member from changing your settings, tap Use Screen Time Passcode to create a passcode. Then re-enter the passcode to confirm.
    o   If you're setting up Screen Time on your child's device, follow the prompts until you get to Parent Passcode and enter a passcode. Re-enter the passcode to confirm.
3. Tap Content & Privacy Restrictions. If asked, enter your passcode, then turn on Content & Privacy.
4. You can then select which restrictions should be applied through this menu.

Further Restrictions (Optional)

To further restrict students outside the school hours, A JAMF School Parent app (formally Zuludesk Parent app) is available free from your App Store. This app is geared more toward app restriction rather than Parental Control. This is not compulsory and can requested to be Opt-In.

13+ Software

There are a number of applications that have a 13+ rating on the App store and are for general use. Some of these are not to be on the iPad at any time, Facebook being the prime example.

Through Jamf School, Social Media Apps can not be used by students at all while at school and should be monitored at home. These include but are not limited to:
-   Twitter   - Tik Tok   - Discord   - Facebook   - Snapchat   - Instagram
There are however some applications or services which we deem appropriate and the use of these will be supervised at school with parent permission. These include: G-suite, Google Chrome & PicCollage.

Purchasing an iPad from JB Education

JB HI FI Education are able to offer our school a discounted price on the 64GB and 128GB iPad, at approximately $50 less than the Apple Store. They also have excellent cases that are cheaper than in store.

Click on the link and follow the instructions:
https://www.jbeducation.com.au/byod/
Code: **MPS<YEAR>**   eg. MPS2025

We recommend 9th generation or newer, but if you have an older iPad, it should be fine to use. Please speak to the school technicians if you would like to check. We don't recommend Mini iPads as the screen is too small.

DIGITAL TECHNOLOGIES | ACCEPTABLE USE AGREEMENT

** Return To Your Child's Teacher **

STUDENT DECLARATION

Student Name: _____ Class: _____

When I use digital technologies, I communicate respectfully by:
• always thinking and checking that what I write, or post is polite and respectful
• being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (ask students to reflect on how they would feel)
• not sending mean or bullying messages or forwarding them to other people
• creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:
• protect my friends' information in the same way
• protect my passwords and don't share them with anyone except my parent
• only ever join spaces with my parents or teacher's guidance and permission
• never answer questions online that ask for my personal information
• know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:
• stop to think about what I post or share online
• will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
• use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
• protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
• speak to a trusted adult if I see something that makes me feel upset or if I need help
• speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
• don't deliberately search for something rude or violent
• take screenshots of anything that concerns me so I can share it with a trusted adult
• turn off or close the screen if I see something I don't like and tell a trusted adult
• am careful with the equipment I use.

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At school, we/I have:
• discussed ways to be a safe, responsible and ethical user of digital technologies
• presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I have read with my parents the Milgate Primary School Digital Technologies Acceptable Use Agreement. I agree to follow the expectations contained in the agreement.

I undertake to maintain and care for the school devices and/or my own iPad (students in Year 3-6) and I understand that failure to follow this Acceptable Use Agreement may result in me having my privilege suspended or revoked.

Student Signature: _____

Date: _____

PARENT/GUARDIAN DECLARATION | YEARS 3-6

I have read the Milgate Primary School Digital Technologies Acceptable Use Agreement with my child and I give permission for my child to have access to the school's devices and electronic network.

I understand that failure to follow this Acceptable Use Agreement may result in my child having their privileges suspended or revoked.

I undertake the responsibility to assist my child in caring for their iPad (Years 3-6 only).

Parent/Guardian Name: _____

Parent/GuardianSignature:_____

Date: _____

IPAD BYOD JAMF PROGRAM | YEARS 3-6

I agree to allow the school IT Technicians to install Jamf School Mobile Device Management system and school Apps on my child's device.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____