

**CASTLEMAINE NORTH PRIMARY SCHOOL**  
**DIGITAL LEARNING POLICY 2021-2023**

## **RATIONALE**

Castlemaine North Primary School recognises that Learning Technologies provide students with enhanced opportunities to obtain information, engage in discussion and liaise with individuals, organisations, and groups world-wide so as to increase skills, knowledge and abilities. Learning Technologies assist the provision of personalised learning and differentiated teaching. This policy defines the procedures and strategies that will assist the school to use Learning Technologies to improve student learning outcomes.

## **AIMS**

1. To enhance student learning using technology.
2. To inform parents of the use of Information and Communications Technologies (ICT) as another valuable teaching and learning tool.
3. To allow students to become familiar with and competent in the use of appropriate skills and judgement required to deal with the range of digital information and technologies available.
4. To preserve confidentiality of members of the school community.
5. To ensure that student information is available only to intended audiences and that parents are informed of the intended audiences.
6. To prevent breaches of copyright, either inadvertent or deliberate, by members of the school community.
7. To form a partnership between students, parents, and teachers through following agreed rules of practice with internet and device use.
8. To minimize the risk of students' exposure to unsuitable materials.

## **GUIDELINES**

1. The use of learning technologies will enhance teaching and learning, engaging staff in teaching practices, which focus on children's learning styles.
2. Our school actively supports access by students to the variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret, and evaluate information encountered.
3. Learning Technology will be used to create, communicate, and collaborate within the school community. Communication beyond the school community will be for educational purposes and authorised by the school.
4. Time spent on individual devices with a screen (not including teacher display screens)
  - Prep -2: Up to 30 minutes per week
  - Grade 3/4: Approximately 2 hours per week
  - Grade 5/6: Approximately 10 hours per week

## **IMPLEMENTATION**

- **1:1 Laptops – Grades 5 & 6**
- **1:2 Laptops – Grades 3 & 4**
- **Banks of iPads in each Prep-2 classroom**

(See Appendix A for more information on implementation)

## ***Hardware Management***

1. Learning Technology assets must be included in the school's assets register by the school's ICT coordinator and/or Business Manager. This register should include the manufacturer or supplier, model number, date and place of purchase and warranty information.
2. Teachers should note any faults or difficulties with hardware and peripherals, and send an email to the Technical Support to Schools Program (ICT Technician) through logging on to the Job Management System, to assist with technical maintenance of the equipment. Teachers should liaise with the school's ICT Coordinator
3. Students will be educated in basic equipment maintenance such as making sure computers are covered, dust free and no food or drink is consumed near computers.
4. The Leadership Team, in consultation with the ICT Coordinator, shall be responsible for determining strategies for replacing hardware and other equipment.
5. If equipment is off site, the adult responsible must take due care to ensure that equipment is secure when unattended.

## ***Software Management***

1. A register of computer software must be regularly updated by the ICT Co-ordinator. This register shall include details of licensing arrangements.
2. All software is to be installed according to licensing agreements. The Leadership Team is to ensure that school staff are aware of licensing requirements. The ICT Technician provides advice to the Leadership Team and ICT Coordinator, to ensure compliance with DET guidelines as well as licensing rules.
3. Teachers and students shall be trained in the use of appropriate software applications and file management.

## ***Curriculum Development***

*Information and Learning Technologies are to be used widely as tools to enhance student learning across the Victorian Curriculum.*

1. Learning unit teams will be responsible for planning to incorporate learning technologies that progressively expand student's skills and confidence and broaden learning experiences.
2. Classroom investigations will be developed which use ICT as an interdisciplinary skill and allow students to both access and create resources across multiple areas of the curriculum.
3. eSmart and cybersafety will form a key component of the digital curriculum.
4. The Principal and ICT Coordinator will support staff and parents with educating students about safe use of the internet and social media platforms, through occasional newsletter items and annual information evening.

## ***Staff/Student Use Protocols***

1. All students and staff at our school will have censorship filtered internet access.
2. An ICT coordinator will be appointed, who will liaise with staff and the ICT technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access.
3. Teachers will give guidelines for student internet access and will direct students to sites reviewed and deemed appropriate sites.
4. The school will ensure that information published on the internet by students, or the school, meets legal requirements and standards of general practice within the community in relation to copyright, safety, and decency.
5. All students will be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
6. All staff will be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
7. Consequences of students publishing, accessing, or failing to notify the teacher of inappropriate material may include the removal of access rights.

8. Signed parent and student consent (see 'Laptop Program Agreement and Information') is required to be completed to gain access to the internet, or to publish work, photos or videos on the internet.
9. All internet usage will be for school/educational purposes.

## **EVALUATION**

- This policy will be reviewed bi-annually by staff and School Council as part of the school's policy review cycle.
- **Please read this policy in conjunction with the following document:**  
Laptop Agreement and Information.

**\*\* ICT Coordinator** refers to a CNPS staff member who is a designated contact person for technical support issues and facilitating the purchase/lease of equipment and software.

**ICT Technician** refers to a DET employed (part-time) technical support staff member who is on-site each week to support our ICT needs.

**This policy was reviewed and ratified by School Council 2021**

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**S. Chapman (Principal)**

**G. Turner (President of School Council)**

**Date:** August 2021

**Review Cycle Date:** August 2023

## **APPENDIX A – LAPTOP PROGRAM – GRADES 3-6**

### **GUIDELINES**

1. The laptop is leased by the school, and parents/carers are to make the overall contribution in exchange for school and home access.
2. To ensure quality of service to all students, privately owned laptops will not be connected to the school network unless there is special authorisation to do so.
3. As laptops are the property of the school they are not to be altered or personalised in any way that is irreversible.
4. Software installed by the school is subject to licence conditions and must not be distributed or deleted without written permission from the school. Students may only install licensed materials to their laptops i.e., copyright games, music.
5. The school will not provide or specifically recommend any additional peripherals. However, parents/carers or students may purchase these outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include USB backup devices, additional batteries, and external DVD drives.

### **IMPLEMENTATION**

1. Prior to laptops being issued to students, each laptop must be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student's ID. Parents/carers should attend an information event and must agree in writing to the terms and conditions of the program. Students must participate in an induction program to ensure that they are familiar with their roles and responsibilities.
2. Students and parents/carers will be provided with information about the care of laptops (see Grade 3-6 Laptop Program Agreement and Information - Part C 'Guidelines for Students on Care of Laptops').
3. If a laptop is lost, stolen or damaged, parents/carers will be required to contact the ICT coordinator at school.
4. Use of laptops by students is governed by the 'Laptop Program Agreement and Information' that students and parents/carers agree to. Parents/carers are to familiarise themselves with this document to support their child's adherence to the policy.  
Students must abide by the agreement whenever the school equipment or services are involved. This includes the laptop, regardless of location. The agreement contains specific responsibilities to ensure student safety:
  - a) Students must keep themselves and friends safe by not giving out personal details, including full names, telephone numbers, addresses, images, and passwords
  - b) Students should be respectful in how they talk to and work with others online, and never participate in online bullying.
  - c) Students use the technology at school for learning, use the equipment properly and do not interfere with the work or data of another student.

Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.

5. Software, including music, movies and games will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games, and videos from the internet during school hours is prohibited except when directed by a staff member. Students are permitted to listen to digital music and/or participate in games on their laptop while at school when given express permission by a teacher for an educational purpose.
6. Students will always be responsible for the backup of any critical personal data. This may be through a USB, external drive, or internet-based backup to regularly backup important work.

P-2

1. NO FOOD OR DRINK AROUND THE IPADS
2. CARRY IPADS WITH TWO HANDS
3. ONLY USE AN IPAD SITTING AT A TABLE
4. WHEN FINISHED PLUG THE IPAD IN TO CHARGE
5. BE RESPONSIBLE AND ONLY USE THE IPAD FOR WHAT THE TEACHER TELLS YOU TO



IPROMISE

# 3/4E IPROMISE LAPTOP AGREEMENT



1.

No food, drink or Marshmallow



2.

Carry Laptops with 2 hands and lid closed



3.

Use the laptops carefully at the tables



4.

When finished plug in laptop to charge



5.

Don't change the settings, screen, mouse, background, buttons, touch internet controls or do tricks



6..

Be responsible and use the laptops only when directed by the teacher. Do not download apps, programs or use inappropriate websites

If you are not sure ask Miss Else/Teacher



# COMPUTER AGREEMENT



We understand that these computers are for work purposes only and agree to only use appropriate programs as directed. We will carry the laptop with two hands and only use it on a table with no food or drink nearby. Unless asked to, we will not play games, clear our browser history, use incognito, inspect, make modifications or download anything, including Chrome extensions. We can make changes to our computers to help extend our learning such as adjusting the cursor speed or rearranging icons but only with permission. We agree not to share any personal details online and will always do our best work when using the computers.

If people are found breaking this agreement, the following will apply:

- First time – lid closed and computer put away for remainder of lesson, work still needs to be completed.
- Second time – lid closed, computer put away for the remainder of the day, work still needs to be completed and parents contacted.
- Third time – as above but the whole next day and parents called again.
- Fourth time – as above but parents asked to come in for a meeting with the student.

