Digital Learning Policy with Acceptable Use Agreement

Help for non-English speakers

If you need help to understand the information in this policy please contact Reception at 03 9878 1730

PURPOSE

The purpose of this documentation is to ensure that all students and members of our school community understand:

A. our vision for digital learning at Mount Pleasant Road Primary School.
B. 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
C. our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
D. the various Department policies, on digital learning and responsible use of digital technologies, that our school follows and implements
E. expected student behaviour when using digital technologies, as well as the school's strategic response to inappropriate behaviour involving digital learning and technologies.

SCOPE

This policy applies to all students and staff at Mount Pleasant Road Primary School. Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Mount Pleasant Road 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, the below terms are defined as follows:

Digital technologies
Digital hardware, software and resources used to develop and communicate learning, ideas and information. Note, not to be confused with 'Digital Technologies' which is a discipline within the Technologies learning area.

1-to-1 learning program

Where each student has ongoing access to a digital device at school for educational purposes.

Digital device provision model

A digital device provision model is the approach a school takes to ensuring there are adequate and appropriate digital technologies available for students to learn. This includes decisions about appropriate student-device ratios, and whether to invite parents to purchase or supply a device from home.

VISION FOR DIGITAL LEARNING AT MPRPS

As a part of our vision of providing a safe, innovative and engaging learning environment, at MPRPS, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible online behaviour, including how to recognise and respond to dangers and threats. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning.

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. 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.

Mount Pleasant Road Nunawading 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 for students to use and create using digital technologies safely and appropriately, and feel empowered to make a positive impact in the world around them.

DIGITAL DEVICE PROVISION MODEL

Mount Pleasant Road Primary School is transitioning to a school-managed Chromebook program to support consistent, secure and engaging digital learning for all students. Chromebooks provide reliable access to online learning platforms, research tools, and collaborative applications such as Google Workspace, helping students develop strong digital literacy and learning skills.

This transition also aligns with new Victorian Government regulations regarding digital device use in primary schools.

From 2027, schools with primary students must:

- Not invite or allow families to purchase or bring their own student digital devices for use at school in Years Foundation to Year 6.
- Design teaching and learning programs consistent with recommended student device usage times:
    - Foundation – Year 2: Minimal use, focusing on learning about and with digital technologies as outlined in the Victorian Curriculum 2.0.
    - Years 3 – 6: A maximum of 90 minutes of device use per day.

To prepare for these changes, Mount Pleasant Road Primary School has begun a **phased transition away from the BYOD iPad program**, with Chromebooks gradually becoming the standard device in Years 3-6. This approach ensures equitable access to technology, supports balanced screen time, and provides students with learning tools that align with secondary school expectations.

The school will continue to provide secure storage, charging facilities, and centrally managed software to ensure devices are safe, consistent, and ready for learning.

In the junior years (Foundation to Year 1), the school provides banks of iPads for students to use as part of the digital learning program. These devices are purchased, managed and maintained by the school. Students in Grade 2 will have timetabled access to Chromebooks.

PERSONAL DEVICES

BEHAVIOURAL EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Mount Pleasant Road 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), Mount Pleasant Road Primary School will institute a staged response, consistent with our student engagement and behaviour policies.

Students must ensure that:

- Devices are only used under the instruction and supervision of a teacher, in an open area where teachers can view the screen.
- Any physical device damage is immediately reported and if necessary, repaired.

- Personal devices come to school fully charged each morning and are stored safely when not in use.
- Personal devices have a protective cover and are carried to and from school with care.
- Personal devices are clearly labelled with the student's name and class.

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.

SUPPORTS AND SERVICES PROVIDED

We will provide the following technical support services for personal devices brought to school:

- Support to access Google Workspace for Education
- Connecting devices to the internet
- Providing student log-in credentials to access the school's network, including a school email account

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

CHROMEBOOKS

Charging & Battery Care

- Students are responsible for ensuring their Chromebook is placed back on charge at the end of each session/day.
- Chromebooks must be returned to the correct numbered slot in the trolley so they charge properly.
- If assigned for take home use, students must arrive at school with their Chromebook fully charged each day

Handling & Care

- Chromebooks must remain on a desk or table never on the floor, or on chairs.
- Food must be kept away from devices.
- Close the lid gently, never slam or force it shut.
- Do not add stickers, drawings, or decorations.

Responsible Use

- Students use only their assigned Chromebook.
- Students will not attempt to log in as another student or access another student's work.
- Chromebooks are to be used only for learning tasks approved by the teacher.
- Students must report any damage or malfunction immediately, no matter how small.

COMMUNICATION

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

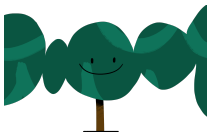
- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual and CRT handbook
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools

ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement outlines expected behaviours and protocols for the use of digital technologies by students and teachers. Parents/carers read the commitment, expectations & acceptable use agreement with the child.

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Students sign the paper agreement and return the signed page only to the classroom teacher in the first two weeks of Term One, or within two weeks of their enrolment for new students.
- Parents/Carers acknowledge that the expectations and Acceptable Use Agreement has been read and discussed via Compass within the first two weeks of Term One, or within two weeks of enrolment.

The MPRPS commitment to the responsible use of Digital Technologies:



We provide supervised access to digital technologies. We do this by…

- providing access to educational software and hardware, including Google Workspace for Education and software from our Educational Apps List.
- observing guidelines around age restrictions and responsible use of technology. This means students cannot access social media at school.
- supervising students using digital technologies in the classroom, consistent with our duty of care. This includes physical supervision (teachers roaming, students with no backs to walls) and digital supervision (AirServer and/or Apple Classroom).
- providing a filtered internet service that blocks inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.



We teach cyber safety. We do this by…

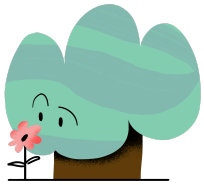
- teaching our students to be safe, intentional and responsible users of digital technologies.
- planning and teaching regular and explicit lessons on cyber safety using the Victorian Curriculum and the MPRPS Digital Technologies Scope & Sequence.
- providing age-appropriate instruction on important digital issues such as cyberbullying.
- teaching & modelling iPad, Chromebook & tech expectations. ensuring device screens are visible at all times.
- maintaining our status as an eSmart and Respectful Relationship school.



We model respect and integrity. We do this by…

- seeking permission from students to use/ publish their work.
- using a restorative approach when managing issues.
- upholding our Mobile Phone Policy that outlines our school's expectations relating to mobile phones and wearable devices during school hours.
- communicating clear expectations about appropriate conduct and consequences for misuse.
- setting clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.

The MPRPS commitment to the responsible use of Digital Technologies:



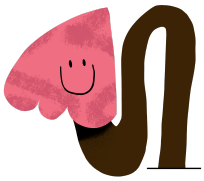
We promote responsible use. We do this by…

- modelling respectful and responsible online behaviour, i.e. seeking permission from students to publish work.
- using appropriate platforms & apps that meet age restrictions for our students.
- ensuring devices are not used during breaks or 'Wet Day Timetables', or as 'rewards'.
- ensuring a healthy balance of online and offline tasks (i.e. fewer than 50% of lessons requiring screen use).
- ensuring all staff, including Casual Teachers, understand, adhere to & promote the expectations.



We appropriately manage and respond to online incidents. We do this by…

- preventing, responding, and learning from incidents or issues, including cybersecurity incidents, cyberbullying and risks to child safety.
- accessing and/or monitoring files sent or saved on our network, if necessary and appropriate.
- referring suspected illegal online acts to the police.



We partner with families. We do this by…

- working together with families to support students, and to to understand the digital technology-related issues they may be facing at home.
- supporting families with information and tools, such as fact sheets, webinars, information sessions, newsletter updates, and more.
- communicating policies, procedures, protocols and expectations regularly and via different platforms.
- providing annual parent information sessions on cybersafety and/or digital technologies.
- always following our Wellbeing & Student Engagement policies, in line with our vision & values.

How Parents and Carers can help

To learn more about how to support safe and responsible use of digital technologies at home, the eSafety Commissioner provides resources for parents, and outlines available counselling and support services. We have regular parent information sessions on Digital Technologies, which are communicated throughout the year via the school newsletter. Below are our suggestions for ways you can support your children to responsibly use digital technology.



Talk about online safety

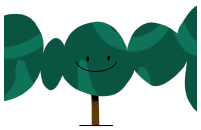
- Talk with your child about the importance of protecting personal information and recognising online scams.
- Encourage your child to talk to you or another trusted adult if they feel unsafe online.

Establish clear routines



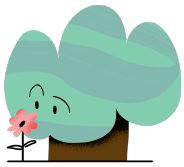
- Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. E.g.
  - Requiring devices to be used in a common area, such as a living room or kitchen
  - Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
- Be present when your child is using digital devices. This is especially important for primary-aged and younger children, who may not yet understand online risks.

Restrict inappropriate content



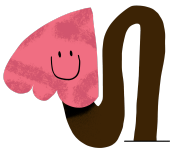
- Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group.
- 'Family Sharing' and 'Screen Time' on devices permit parents and carers to set device restrictions, limit time spent on certain apps, and set up parental controls.
- Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).

Model responsible and balanced technology use



- Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.
- Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.

Work with us



- Let your child's teacher know about concerns you have regarding their technology use.
- Keep informed about what your child is learning at school, so you can help reinforce positive messages at home. The school newsletter and Learning Centres' Statements of Intent are great places to find this information.

Acceptable Use Agreement - For Students

When I use digital technologies at school, I need to show the school values. We have talked about Digital Technology expectations in class, and I understand that there are consequences for misuse. I agree that I will do my best to:



be safe. *I will do this by…*

- following instructions and using devices and technology safely.
- protecting (not sharing) personal information online (such as my or my friends' full names, birthdays, school names, or contact details).
- being kind online. I won't use actions online to be mean to others, including sending or passing on bullying messages.
- not using private messaging platforms while at school. If I need to make contact with my parents or carers, I will do so through the school office.
- never posting pictures of my friends or me online, especially in a school uniform.
- acknowledging that the school advises against students' use of social media.



be respectful. *I will do this by…*

- showing kindness and respect, thinking about my actions and the impact they can have.
- following my classroom expectations.
- not copying someone else's work/ideas from the internet and presenting them as my own.
- seek permission before taking or using photos, recording sound or videoing people (including teachers).



be honest. *I will do this by…*

- being careful with devices and technology, making sure they are packed away safely and put on charge when appropriate.
- staying on-task, not using inappropriate games, apps, or sites.
- ensuring my teacher can see my screen at all times.
- always using my protective cover, and making sure my iPad is charged (Seniors).
- only take photos and record sound or video when it is part of an approved lesson.
- not joining an online platform without my parents' or teacher's guidance and permission.
- not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the website link).



ask for help. *I will do this by…*

- talking to a trusted adult if I feel uncomfortable, unsure, or unsafe.
- speaking to a trusted adult if I see something that makes me feel upset, if someone is unkind to me online, or if I need help.
- speak to a trusted adult if I know someone else is upset or scared, or if someone else is participating in unsafe, hurtful or inappropriate behaviour online.



be a lifelong learner. *I will do this by…*

- continuing to learn about how to use digital technology in a safe and responsible way.

Acceptable Use Agreement - For Parents and Carers

Student/ Parent/Guardian Section

I have read and understand the conditions and expectations of the Mount Pleasant Road Primary School Digital Learning Policy and Acceptable Use Agreement (AUA).

I understand that failure to follow the expectations of the AUA may result in my child having his or her privileges suspended or cancelled.

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student Signature: _____

Date: _____