



DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the wellbeing assistant principal on 9787 6102.

Kunyang Primary School has a vision for learning that fosters deep learning, encourages critical thinking and creativity and provides a foundation for authentic learning. The current model of school-supplied technology resources in education is no longer a model that is feasible and cannot realistically meet the demands of teachers and 21st century learners. We continue to enhance the way we use digital technology to enrich the teaching and learning environment for both teachers and students. This involves the development and use of 'virtual' or 'flexible' learning environments, which extend the classroom experience beyond the physical space of school.

By facilitating BYOD (commencing in Year 3), the school will empower students and allow them to be active in determining the way they use technology as a tool to support their learning. They will develop a sense of digital citizenship and demonstrate increased awareness of how technology is conducive to authentic learning and application of skills that are essential to succeed in today's technology-based society. Increased access to technology further allows students to collaborate, communicate and share more openly with teachers and their peers.

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
- (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

SCOPE

This policy applies to all students and staff at Kunyang 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 Policy.

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

- Kunyung 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

Kunyung Primary School understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. We aim to provide students with digitally-rich 21st century learning environments that allow them to inquire, analyse, communicate and create within a personalised learning environment.

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 enhanced 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.

Kunyung 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.

BYOD at Kunyung Primary School

Kunyung Primary School operates an OPTIONAL Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase a device for their child to bring to school. Kunyung Primary School has made special arrangements with Edunet (<https://kunyungps.technologyportal.com.au/>) who offer discounted prices for the purchase of devices for our students. Students who make the most of the Bring Your Own Device (BYOD) Program (within school expectations and requirements) will have

access to numerous benefits with regard to resource access, choice in task completion, responsibility and personal organisation.

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 128 GB of storage
- operates on OS version Windows 10 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 David Barnes on 9787 6102 or email

David.Barnes@education.vic.gov.au

Actions Required and Key Information

Students and parents must read and understand this policy and sign the BYOD Student Use Agreement before students will be permitted to connect a personal computer device to the school's wireless service. If a student connects a device without a Student Use Agreement they are in breach of the school rules and disciplinary action may be taken.

Understand students can only use a personal technology device at school, with the knowledge and written approval of a parent/guardian and the school. The signing of the BYOD Student Use Agreement constitutes such knowledge and approval. The school reserve the right to confiscate any unauthorised device until school staff deem the return of the device appropriate. The school adopts the policy, in order to maintain a safe and secure environment for students and staff.

Acknowledge students are to use the device for educational purposes whilst on school premises and/or connected to the school network. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the school's BYOD Student Use Agreement.

When resolving cases where a school or a student-owned device has been damaged, existing school policies and procedures will apply.

Students who choose to participate in the BYOD program are required to have their own laptop that must:

- Be brought to school in a protective case
- Intel/AMD Processor
- 4GB of RAM (memory)
- 128GB+ Hard Drive or SSD (Solid State Drive)
- Windows 10 or later operating system
- Wireless Card – AC or Wi-Fi 5

Devices which fall out of these minimum requirements scope, will still be allowed on the network, however will receive limited support and technical assistance.

Each device on the network will be required to have a form of anti-virus software which is regularly updated and functional. There are multiple free applications which will achieve this, also Windows 10 has an application built in.

Kunyang Primary School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. Laptops are available in the classroom for use by students at an approximate ratio of one laptop to four students, ensuring that no student is disadvantaged by not partaking in the BYOD option.

Kunyang Primary School can support families to store devices onsite if they choose to do so. The Department of Education does not have insurance for personal property. Kunyang Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities, please refer to our Personal Property Policy. Damage to personal property brought to school is the responsibility of the owner of that property. Families are encouraged to obtain appropriate insurance for devices brought to school.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kunyang 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 Kunyang 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
- 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
- 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/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, ICT coordinator or Wellbeing Assistant Principal 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 Kunyung 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), Kunyung 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
- Included in staff induction and child safety training processes
- Discussed at staff meetings as required
- Discussed at parent information sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	9/10/2025
Consultation	Education Subcommittees: 14/10/2025 School Council: 14/10/2025
Approved by	Principal and School Council
Next scheduled review date	9/10/2027