



## Aitken Hill PS Digital Device and Acceptable Use Policy

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

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

Aitken Hill Primary School aspires to be a leader in incorporating digital learning 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 Hill Primary School (AHPS) is committed to creating a 21st century learning environment. Students will be able to access our wireless network with personal or school digital devices during the school day to maximise learning time with technology. With classroom teacher approval students may use their own device to access the internet and collaborate with other students through a range of online collaborative learning tools.

This document should be read in conjunction with our schools [Digital Learning Policy](#).

### **Aims**

- To enable more students to access digital technology on a regular basis.
- To ensure maximum learning through digital technologies.
- To build on a 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 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 Hill Primary School Digital Device and Acceptable Use Policy and Department of Education and Training policies.

### **Implementation**

- Unauthorised use of digital technologies will result in varying degrees of suspension of privileges.
- During lunchtime and recess, devices must be kept inside each classroom. They will not be permitted to be taken into the school yard, unless under the supervision or direction of a teacher.
- Taking photographs, blogging, participating in social media, and interacting with other students' social media is strictly forbidden without permission of the classroom teacher.
- Students will be responsible for their allocated device.
- DET does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property.
- This policy applies to all students equally during school excursions, interschool sport, camps, excursions, and all school related extracurricular activities.
- Use of personal cellular data (including, but not limited to 3G, 4G and 5G+) is **not** permitted at any time.
- The use of a virtual private network (VPN) or any other technology designed to circumvent content filters is **not permitted** at any time.
- Students will not be permitted to download data including apps at any time without the schools or teacher permission.
- The use of all personal digital devices are prohibited from entering the classroom.
- Devices with internet or cellular access including, but not limited to, mobile phones & smart watches must be left at the office on arrival and be picked up at the end of the day.

### **Purpose of Use:**

Students will be able to use devices for the following purposes in conjunction with the Digital Device 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
7. Specialist subject areas

### **Device General Use**

- Students with a personal device should come to school each day with their Device fully charged. Charging will not be allowed at school.
- Teaching staff have the right to look at any application, file, or browsing history data on the device at any time.
- Devices must not be left sitting on the ground, on a chair or left outdoors at any time.
- Devices will be put away during non-instructional time, including wet/extreme weather timetables. No food or drink should be consumed near the device.
- Devices will not be taken outside without the direct permission of a teacher either during class time, recess or lunchtime.

### **eSmart**

AHPS is guided by eSmart policy and procedures and is recognised as an eSmart school. As a result, all processes at AHPS conform to eSmart guidelines. 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. The eSmart program along with the Victorian Curriculum guides the instruction of online safety and digital learning at AHPS. The Program is regularly updated to allow for emerging technologies and includes a range of student participation and input.

### 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

### FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	22/01/2025
Consultation	School Council School Consultative Committee
Approved by	Principal
Next scheduled review date	Before January 2026

## **STUDENT & FAMILY AGREEMENT**

### *Digital Learning Device Student and Parent/Guardian Acceptable Use Agreement*

*This agreement should be read in conjunction with the schools Digital Policy and Acceptable use Policy.*

Students access the internet through eduStar, which is provided by the Department of Education and Training. 3G, 4G and 5G networks (and any further iterations) as well as VPN's are not to be used.

#### **Personal Devices**

Aitken Hill PS no longer accepts student personal devices on school premises. Students will have access to devices provided by the school for learning purposes.

#### **General Care at School**

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. Protective 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 AHPS Digital Technologies Policy, Digital Learning 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 AHPS 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 not use digital technologies during recess or lunchtime, unless I have permission from my teacher during inside play (e.g. clubs).
12. I will not remove any digital technologies from the classroom without the teacher's permission.
13. I will use digital technologies in ways that are appropriate, meet school expectations and are educational.
14. 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, and families notified.

#### ***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.
  - deliberately circumventing site blocking restrictions.
  - engaging in chat messaging of any kind.
  - unauthorised use of AI technologies.
15. I will not download any apps, music or videos at school without a teacher's permission

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

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Student and Parent/Guardian Acceptable Use Agreement:

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

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

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

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please return this agreement signed. Children will not be able to use devices until this agreement is returned with a parental/guardian and student signature.

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