



## Digital Tools Used by Schools

### 1. Purpose

The *Digital Tools Used in Schools* outlines the range of preferred digital tools and platforms used at St James the Apostle Primary School for purposeful use in teaching and learning activities in order to:

- ensure that students, teachers, and parents understand which teaching and learning tools are being used.
- promote purposeful, consistent, safe, and responsible use of technology across the school.

This document supports the ICT Acceptable Usage Policy – Students and applies to the use of information communication technology (ICT) in the school.

Principals must maintain a current list of all digital tools in the appendix table and, upon a parent/ carer request, place this table on school letterhead for viewing.

### 2. Digital tools

- 2.1. The process, selection and use of preferred digital learning tools for teaching and learning activities are aligned to the MACS Vision for Instruction and Vision for Engagement for purposeful use of technology and support schools to meet regulatory and compliance obligations.
- 2.2. Teachers and students use the following list of digital tools and platforms to complement Google Workspace for Education. Digital tools may be added throughout the year, and the list will be updated accordingly. Parents / Carers sign the Digital Tools Used by Schools annually. See Appendix 1 for list of Digital Tools used.

#### Professional Learning

- 2.3. The staff are provided with the opportunity to create and maintain a supportive and safe learning environment and to incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching (AITSL 4.5).

#### Digital Tool review and evaluation

- 2.4. Each digital tool will be reviewed annually by Leadership Team
- 2.5. Any tool no longer being used will undergo a data migration and archiving process.
- 2.6. An updated list will be released to the school community annually and will be published on the school website and/or the Parent Community Portal. This is provided through:
  - testing the suitability of digital tools for the intended audience before they are used
  - Regularly reviewing and updating terms and conditions

### 3. Risk management and accountability

- 3.1. Teachers, or a nominated staff member, will critically evaluate all digital tools to ensure they support student learning while protecting wellbeing— *learning first, safety always* —for safe, effective, and ethical teaching (AITSL 4.4).

#### Monitoring to reduce risk

- 3.2. Digital tools used within the school are regularly monitored. This will be achieved through consultation with:

- Principal, Learning and Teaching Leader and a St James the Apostle PS ICT Support Contractor
- checking the digital tools against the available list of apps, software approved as safe by [Safer Technologies for Schools](#) service and their database
- regularly checking for updates and changes for the inclusion of generative AI features in existing digital tools to reduce the risk of student and staff use without the necessary caution and critical approach
- identifying the digital tools deemed unsafe and/or inappropriate to instantly remove them from student and (as appropriate) staff access
- undertaking migration of data to move information from one digital system to another or to a storage device.

## 4. Use of Digital Tools

- 4.1. Students are expected to use these digital tools responsibly and in ways that support their learning. Their use must align with teacher direction, school expectations, and the ICT Acceptable Usage Policy – Students.
- 4.2. All students are aware of and abide by the following understandings:
  - Students use tools under teacher guidance for learning activities only.
  - Unsupervised use must follow the terms of the ICT Acceptable Usage Policy - Students .
  - Inappropriate use by students may lead to actions outlined in the ICT Acceptable Usage Policy – Students and associated procedures and other policies for student behaviour management.

## 5. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement
Principal	Maintain and update list (at least annually) of Digital Tools Used by Schools and share with Parents / Carers on request.	n/a

## 6. Related policies and documents

### Supporting documents

Recommendations for Teacher Use of Artificial Intelligence

### Related MACS policies and procedures

ICT Acceptable Usage Policy – Students  
 Child Safety and Wellbeing Policy  
 Cyber Security Policy  
 Data Policy  
 Privacy Policy  
 Privacy Collection Notice – Students and Parents  
 Student Behaviour Support Policy  
 Student Code of Conduct  
 Vision for Instruction  
 Vision for Engagement

### Resources

MACS Vision for Instruction  
 MACS Vision for Engagement  
 Victorian Child Safe Standards  
 Australian Institute for Teaching and School Leadership (AITSL) Australian Professional Standards for Teachers

# Appendix 1

**Table 1: Digital tools used in the school and classrooms**

Product	Purpose	Use
Canva	Visual design creation tool	Classroom collaboration and student demonstration of learning
OCHRE	Interactive lesson resources	Support learning and teaching programs in Mathematics, English, Science and Humanities
Google Classroom	Manage and distribute classwork digitally	Assign and collect student work online
Playberry Laser	Interactive lesson resources	Support learning and teaching programs in Phonics, Spelling and Morphology
Seesaw	Digital learning journal for students	Students upload photos of their work
Scratch	Teach coding and computational thinking	Create animations or interactive stories
Elastik - WriteMark	Writing platform to support assessment	Submit student pieces of writing for assessment
Essential Assessment	Mathematics assessment platform	Online assessments
Explicit Mathematics Program	Interactive lesson resources	Support learning and teaching programs in Mathematics
ACER - OARS (PAT Assessments)	Dynamic Mathematics and Reading online assessments	Online testing and assessment of core skills and understandings (Mathematics and Reading Comprehension)
To Know, Worship and Love Online	Online teaching resources for Religious Education	Support learning and teaching program in Religious Education
Inform and Empower	Online teaching resources to support the teaching and learning of eSafety and safe use of digital tools	Incursions (prerecorded video) and resources to support teaching and learning of Digital Safety
Decodable Readers Australia	Online phonics and reading app / program	Provides at school and at home decodable books to read
Kahoot	Online quiz platform	Review and exit ticket low-stake quizzes to assess learning
MACS - TCL Languages program	Lessons and resources to support the teaching of Italiano	Visuals and audio to support the teaching and learning of Italiano in the classroom, including conversational language, texts and phonics

<i>Class Dojo</i>	<i>Online behaviour management and reward system</i>	<i>To support success and learning through positive behaviour talk within the classroom</i>
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## Policy information table

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