



1. Purpose

The *Digital Tools Used in Schools* outlines the range of preferred digital tools and platforms used at St Michael's Parish 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.

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 Digital Technology Coordinator
- 2.5. Any tool no longer being used will undergo a data migration and archiving process.
- 2.6. An updated list will be released annually and shared on the school website
- 2.7. This is provided through:
 - testing the suitability of digital tools for the intended audience before they are used
 - testing how it will be used within the context of the learning space

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:
 - Leadership Team and the Digital Technology Coordinator
 - 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 & Digital Technology Coordinator	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
Google Classroom	Manage and distribute classwork digitally	Assign and collect student work online
Scratch	Teach coding and computational thinking	Create animations or interactive stories
Scratch Jr	Teach coding and computational thinking	Create animations or interactive stories
Google Drive	Uploading and accessing files and drives	Staff can access and upload files into different drives
Essential Assessment	Online numeracy testing and programs	Students access numeracy based testing and programs
Google Slides	Viewable and editable online slideshow presentations	Students and staff can create, edit and interact with online slideshows
Google Sheets	Collect, organise and analyse data	Students and staff can collate data to learn data analytics skills
Google Forms	Collect, organise and analyse data	Students and staff can collate data to learn data analytics skills
Google Docs	Word processing software	Students and staff can type and publish their work. Images can also be inserted.
Google Drawings	Online software	Students and staff can create drawings to help visualise their thinking.
Google Sites	Website building software	Students and staff can build websites to publish and share information.
Seesaw	Share student work samples with parents and create activities for students to complete.	A cloud-based learning experience platform and digital portfolio app designed for PreK-6 students, teachers, and families.
Compass Education	Compass Education is a cloud-based school management software and app.	Streamline administrative tasks, enhance communication, and manage student information.
Matific	Matific is a, game-based educational platform designed for K-6 students to build mathematical understanding, conceptual thinking, and fluency	The platform aims to increase engagement, reduce math anxiety, and improve learning outcomes.
ClickView	Videos and interactive lessons without advertising or external links	Paid subscription. Teachers can set up a classroom and assign videos with interactive activities (teacher created)
Tinkercad	Designing 3D objects	Students log in using Google account to design and save projects. Teachers assign students to classes and manage assignments and projects.
Inform & Empower webinars	eSafety webinars for students	Paid subscription. Includes parent and student webinars, resources for teachers and families, in-class activities all

		centered on eSafety (links to esafety commissioner)
Typing Club	Touch typing practise	Free or Paid Subscription. Students log in using Google account and practise touch typing skills during Literacy lessons.
Inquisitive	An online learning website to assist with Core Knowledge curriculum	Paid subscription. Students use Google to login. Used to make learning more engaging and interactive for students. Teachers can access their responses and track progress.
Google Maps	Online maps and geography	Students explore their local area and international locations.
Google Earth	Online maps and geography	Students explore their local area and international locations.
Prodigy	Online gamified learning tool for maths and english	Free. Set up student accounts via Google Classroom. Set assignments for maths and English (US curriculum links)
ACER PAT Testing	Numeracy and Literacy testing	Students can access differentiated numeracy and literacy based assessments
Grok Academy	Online Australian based coding 'academy' which provides plugged and unplugged activities to teach coding.	Free for all Australian school students and teachers. Learn how to use a variety of coding programs and engage in online competitions
YouTube	Videos shown to students	Videos to teach and reinforce learning concepts. Pre-approved by teachers prior to the lesson commencing.
Minecraft for Education	Game-based learning for creativity and collaboration	Build historical sites or science simulations
Blooket	Gamified quiz	Review of learning concepts and vocab.
Classwize (Classroom device management software by Linewize)	Classwize is a classroom management tool that allows teachers to monitor and guide student use of digital devices during lessons to support safe, focused and effective learning.	Teachers use Classwize to view student screens, manage internet access, guide students to relevant websites and minimise distractions during learning activities. The platform supports safe and responsible use of school devices within the classroom.
Kahoots	Online interactive quiz platform	Students are presented with age appropriate interactive educational quizzes
Epic!	Support literacy with assistive reading tools	Text-to-speech for reading comprehension support
Sunshine Online	Support Literacy with a levelled Online Reading library	Students access levelled texts to support phonics and reading comprehension

Duolingo	Digital tool to learn languages.	Lessons and quizzes to learn languages.
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Policy information table

Approval authority	Director, Education Excellence
Approval date	June 2025
Document owner	Chief of Education, Strategy and Performance
Review by	October 2026
Related policy	ICT Acceptable Use Policy – Students
Publication details	CEVN, School website