



Digital Tools Used by Schools

1. Purpose

The *Digital Tools Used in Schools* outlines the range of preferred digital tools and platforms used at Holy Eucharist 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 and MS 365 Copilot (formerly Microsoft Office 365). 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: Table 1.

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 the school leadership team in consultation with ICT school staff and MACS ICT Support 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 annually at the beginning of each school year and will be accessible on the school website.
- 2.7. This is provided through:
 - testing the suitability of digital tools for the intended audience before they are used
 - ICT Technical (Contractor) provides the school with monthly report of the status and condition of equipment.
 - ICT Leader, ICT Technical (Contractor) and Principal meet frequently to maintain ICT equipment in the school.

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:

- ICT Leader and ICT Technical (Contractor) monitor the use of ICT equipment within the school.
- 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

Holy Eucharist Primary School adheres to MACS protocols in relation to Teacher Use of Artificial Intelligence that are in line with the Church's teaching.

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

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
Google Docs	Web-based word processing application	Draft, edit and format written assignments
Google Slides	Web-based presentation application	Create presentations using text, images, charts, videos and animations.
Google Sheets	Web-based spreadsheet application	Organise data, perform calculations and create graphs and charts.
Google Forms	Web-based survey application	Create surveys, quizzes and gather information
Code AI	Teach block-based coding skills	Create animations using block-based coding
Scratch	Teach coding and computational thinking	Create animations or interactive stories
MultiLit eLibrary	Online access to decodable readers and literacy books	Online resource for reading decodable books at home or school
StoryBox Library	Online storytelling platform	Online resource for children's book read aloud
Sunshine Online	Digital reading and literacy platform	Access to books, phonic resources and reading activities
Essential Assessment	Assessment and data collection tool	Assess and track student progress in Mathematics
PAT	Assessment and data collection tool	Assess and track student progress in Mathematics, Reading and Wellbeing
Cyber Safety Project	Cyber safety and digital wellbeing education content	Access to cyber safety lessons and resources

Policy information table

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