DiGii@School

Educator Handbook

DiGii • SAFE

DiGii • CIVIL

DiGii • SAVVY

Preparing and protecting your students through fun, immersive and age-appropriate cyber education. Social media with training wheels that teaches every child to be safe, civil, and savvy in their online life.

hello@digiionline.com | digiisocial.com

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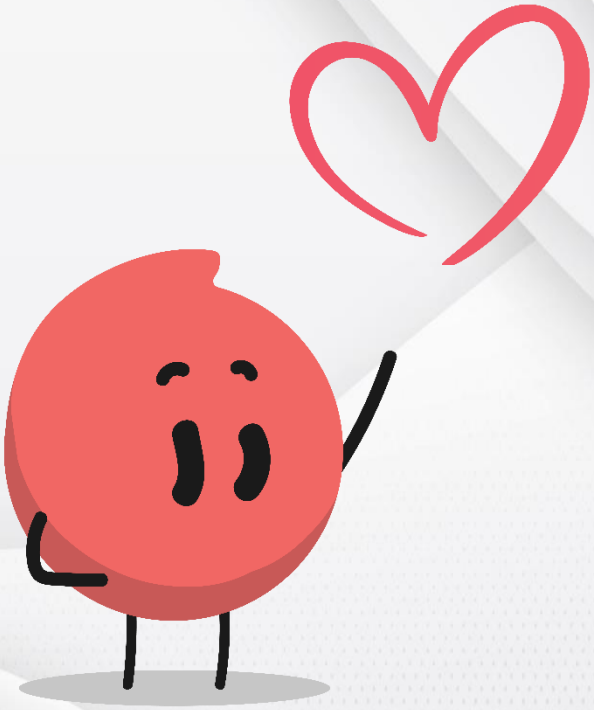


DiGii@School for the 21st Century Child

DiGii@School – a whole school solution

DiGii@School is an efficient, evidence-based and engaging way to teach children the skills needed to be safe, civil and savvy in online and offline too. DiGii@School is cyber-safety, digital literacy and a social and emotional wellbeing program all rolled into one convenient teaching tool.

Students: Year 1-4 students engage in experiential teacher-led learning that's fun, fully resourced and developmentally appropriate. Year 5-6 students put their accumulated skills into practice on a live and fully automated learning platform.

Parents: Parents and up to 5 people they nominate in their 'Village' have open access to the DiGii@Home platform, where they access on-demand brief digital parenting content. Parent webinars are available at no cost to all parents and are notified on their platform.

Educators: Teachers have their own platform to view student progress, schedule learning and to access Professional Learning each term.

Curriculum Aligned

In an increasingly digital world, it is critical for every child to learn the skills, attitudes and behaviours of digital citizenship, self-protection, and responsible use of technology. For all year levels, digital safety and wellbeing is addressed explicitly in learning areas and in general capabilities.

Learning Areas

- Health and Physical Education
- Digital Technologies
- Design and Technologies

General Capabilities

- ICT Capability
- Personal and Social Capability
- Ethical Understanding
- Critical and Creative Thinking

Of course, learning within areas and capabilities about online safety and wellbeing has strong cross curricular links, and links to Protective Behaviours and Child Safe Frameworks.

Targeting eSafety & Wellbeing

Digital life competence includes many key skills – from understanding the power and contribution of technologies through to the development of strategies that promote mental wellbeing, moral and ethical behaviours, safety for self and others, and complex relationship management skills. DiGii@School offers children the opportunity to stack learning and to practise their skills in real-time in a supported environment.

Year 1-4– Foundation Skills Curriculum

Teacher-led Learning

16 fully resourced Lesson Plans per year group organised into 4 learning Modules, each building the foundational and fundamental protective skills and behaviours for online and offline life.

Year 1 & 2

Protecting ME in a Digital World

The early school years are synonymous with a child's emerging sense of self in the wider world. Digital life competencies and capabilities are developmentally skewed towards 'I' being at the centre of learning.

Y1 & 2 differentiated lesson plans establish a firm foundation of digital safety and wellbeing by upskilling the child starting with self.

Learning Modules: (4 lessons / Module / Cohort)

I AM SAFE ONLINE
- early warning signs, rules & processes

I AM KIND ONLINE
- empathy for self & others

I AM RESPONSIBLE ONLINE
– critical thinking & responsible decision making

I AM STEADY ONLINE
- emotional self-regulation, calming down

Year 3 & 4

Learning about US in a Digital World

The middle school years require regular own / school device use as part of learning. Increased independent device use at school and home contributes to a rise in social, emotional, and learning issues.

Y3 & 4 differentiated lesson plans explore expanding capabilities from self, to social, to global that prepare, protect, and prevent.

Learning Modules: (4 lessons / Module / Cohort)

ME ONLINE
- self-awareness & management

WE ONLINE
- social awareness & management

US ONLINE
– being part of the global digital community

THEM ONLINE
- managing threats & opportunities

Curriculum progress and reporting:

Each lesson is mapped against relevant curriculum outcomes and on lesson completion, class progress is shown. Progress reports can be downloaded.

Bookmarking:

Class progress is mapped to one year group, however, lessons for any other year group can be accessed and taught. Lessons of interest can be bookmarked for future reference.

Year 5 + 6 – DiGii Social Platform

Student-led learning

DiGii Social is an automated learning platform that looks, feels and performs just like social media. An application of Artificial Intelligence guides the children's interactions, launches learning applications and notifies the teacher of concerns. DiGii Social comprehensively teaches the skills of Digital Citizenship, protective behaviours and social and emotional wellbeing.

DiGii Social is a safe and secure environment where children can practice the skills to be safe, civil and savvy online. Student interactions only happen within the school cohort and are bound by the school day.

DiGii Social Features

DiGii Social is a world-first and powerful live environment that teaches your students while they play. Here are the most important features:

Strikes

This is the unique feature that makes DiGii Social world-first and powerful.

Our clever Artificial Intelligence, depicted by our lovable little character "DiGii" *(that's him below)*, monitors and moderates everything that children post in text or images and guides children while they play with friends. The AI watches out for actions like swearing, put downs, racism, cyberbullying and any other inappropriate language or images, and issues a 'Strike'.

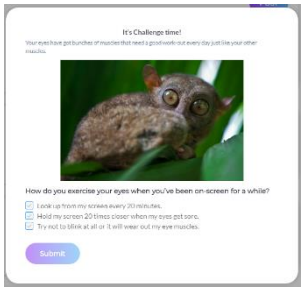
A 'Strike' notifies the child of inappropriate content, and 3 Strikes result in them watching a brief animated Tutorial related to their action and losing DiGiiTs.

Children can dispute Strikes – this is important to point out as our AI is still learning to manage child language and sentiment. If a child thinks that they have been moderated by the system for language or images that they consider reasonable or okay…we encourage

them to click on the button "I don't agree" rather than accepting the Strike. The moderation will then go to you as the Teacher in the 'Disputed' section of the 'Strikes' tab on the Teacher Platform for you to make a judgement on and have a discussion with the child.

Strikes are a good opportunity for a growth mindset conversation about learning from mistakes.

Challenges



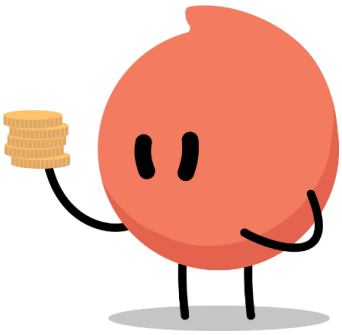
Several times a week, an automated Challenge will appear on each child's Message Board. This expands the child's learning across curricular areas, ensuring that digital literacy and wellbeing are covered. Challenges are presented in a variety of ways with brief video-based education available for each Challenge. These are scheduled to run automatically, however, can be scheduled by the teacher.

Curriculum progress and reporting

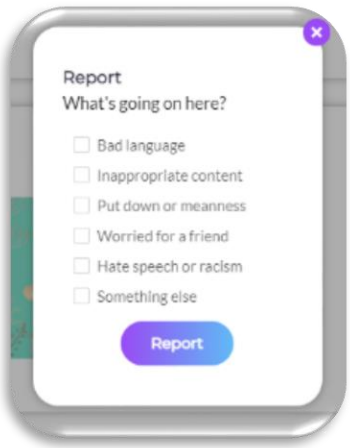
Each child's progress through the learning content is tracked and presented on the Teacher Platform. The opportunity to deploy specific learning content for all children or for individual children is available.

DiGiiTs

DiGiits are the currency of the platform. They are privilege points awarded for good Digital Citizenship and lost for poor behaviour. DiGiiTs can be gifted by teachers and friends, and they can be added to by the child opting to watch learning content.



Reporting



Children are taught systematically how and when to report. As a key protective factor digitally, children are encouraged to anonymously report content that is then notified on the Teacher Platform for action.

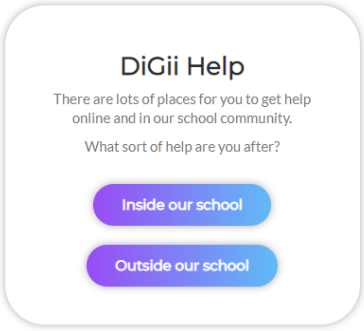
The AI is good, but not infallible, and sometimes things get past the AI, either by mistake, or deliberate, and sometimes clever, manipulation by students testing the system.

We are trying to teach children to 'think critically' about everything they post and see on the platform, so we encourage students to anonymously "Report" any offending posts.

That is also why we encourage children to 'dispute' a Strike if they think that they have been moderated by the system for language or images that they consider reasonable.

Help Seeking

Children are encouraged to seek help, that is social and emotional help, not technical help, within the school from listed help sources and from outside the school from certified child-support counselling and online safety agencies. All stakeholders linked to a class are notified of a help request.

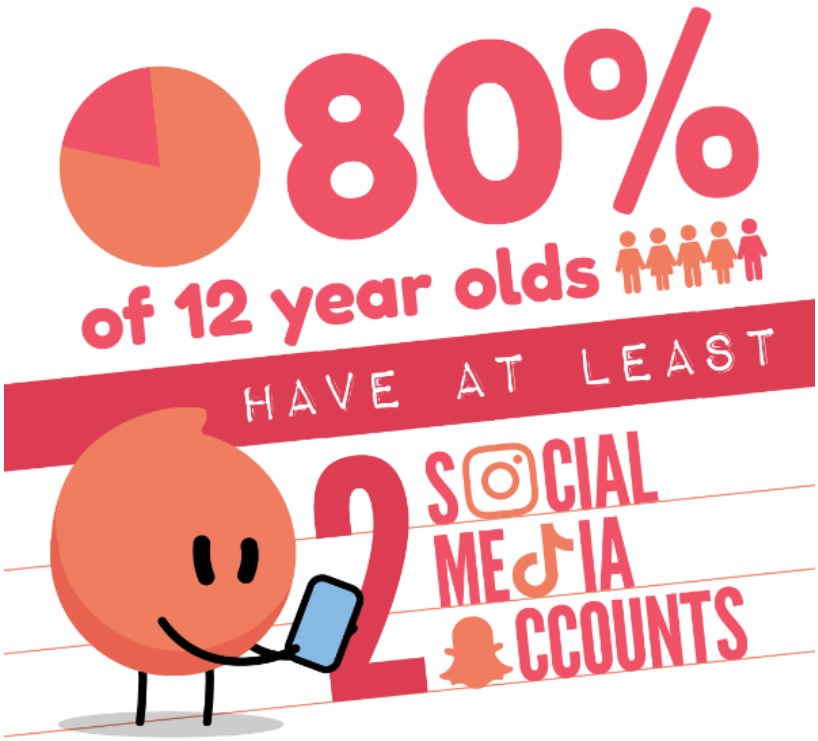


Lesson plans and DiGii Life Lessons

Additional teacher-led content is made available each term on the Teacher Platform. DiGii Life Lessons provide an opportunity to explore a critical cyber-protection concept, with the lesson taught end-to-end on the platform.

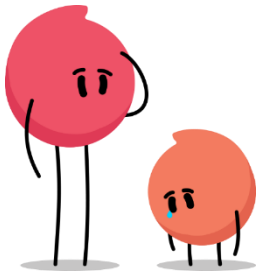
Tutorials

In each Zone of the platform, brief video-based learning is available. Tutorials in the Learning Zone are triggered when a child receives a strike, however, a child can opt in to watch these to gain DiGiiTs. Tutorials also trigger when a child is unable to complete a Challenge. A text-to-voice feature assists accessibility. Tutorials in the Chat Zone are called Chatorials and provide an excellent source of learning content for complex social issues faced by the children online and offline.



Education for the whole community

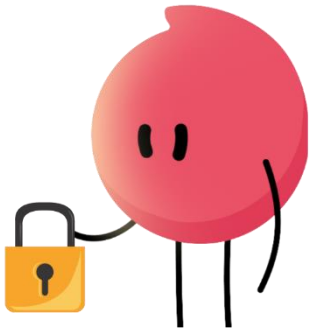
Parent Platform



All parents have access to the learning content on DiGii@Home. This platform houses a library of brief video-based learning for parents about managing their own and their children's digital life complexities. Parents can nominate to upgrade to a low cost subscription from this platform, creating safe social networks for their child to engage in after school.

Teacher Platform

All teachers have access via their own login to their class's progress. Year 1-4 teachers have access to all learning content across those year groups, however, will have their class progress mapped against their chosen year level. Year 5 – 6 teachers have access to 'DiGii Social' and are able to view each child's interaction and progression with the learning content.



Support Staff

Additional teachers and support staff can be listed against class groups, using their own login to view progress and to launch learning.

Principal / Administrator Platform

This gives access to all classes progress and to notifications form the DiGii Social platform of student help requests. Progress reports are able to be downloaded for Board Report inclusions or to show the parent support body the outcome of their funding if this has been made available.

Making the most of DiGii@School

Year 1 – 4 (Lower Primary)
Foundation Skills Curriculum

Teacher-led lessons comprehensively cover many parts of the curriculum and can be taught in random order to amplify other planned learning content or in response to behavioural situations that arise.

Content can be taught alongside other Digital Technologies, Health and Personal and Social Capabilities content.

Lessons vary from 25- 50 minutes depending on year level, with Year 3 and 4's having access to a Lesson Reflection Guide.

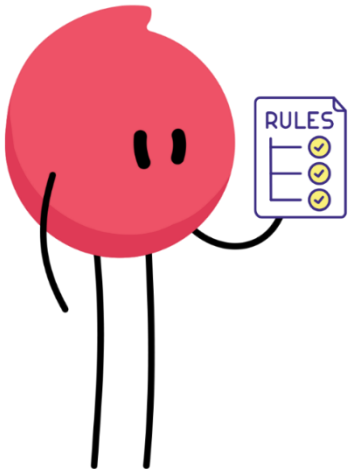
Year 5 + 6 (Upper Primary)
Classroom Integration of DiGii Social

DiGii Social can be used as a whole lesson or scattered throughout the week around gaps in the teaching program or on completion of work. Research has identified 45 minutes a week as reaching 'dose effect' – enough exposure to significantly change behaviour when off the platform and in their other online applications.

You don't need to find 45 minutes in a block for children to be able to learn vital digital life-skills. You simply allow your students to use DiGii Social in the 'moments in-between' – just a few minutes here and there, mimicking the way we use social media as adults, and the learning will happen.

Allowing DiGii Social access before formal classes start in the morning, as a reward for finishing a lesson early, or while waiting for a specialist teacher to start their lesson are examples of times that DiGii Social could be used.

Access outside school times is not available to any student.



DiGii@School – On-boarding

DiGii@School Data Form

Your school specific Data Form is attached to an email. Please do contact us if you require further information on completing the form. We request all information returned by email to steven.rushforth@digiionline as soon as possible to allow us time to successfully onboard your students, staff, and parents.

Instructions for Form Completion

There are several worksheets/tabs to be completed - see the worksheets at the bottom of the page. Some EXAMPLE completed worksheets have been included to help show how the information should be recorded.

School Details - complete for your school - but please confirm the details are correct.

School Terms - we will automatically limit student access to the DiGii Social platform to times within the School Day and during the School Terms. Access for students will be denied outside these times. You can adjust these times and dates to suit your circumstances.

Classrooms - This is where you list all of your classes from Year 1 - 6. Each class will have a unique Classroom name. There are two distinct types of "Platform Access" that need to be allocated to each class. Upper Primary classes get access to the DiGii Social Student Platform, and for Lower Primary classes the teacher will get access to the DiGii Social Curriculum materials for Years 1 - 4.

Please complete the "No. of Students" in each Classroom.

Staff Details - please record staff details in the Staff worksheet. This may include staff members who do not directly teach students but who will be a Support Contact.

Examples of Support Contacts may include Chaplain, sports teacher or classroom teachers who are not teachers of classes of participating students. The column "Admin Access Class Name" is used to specify whether a teacher will be a classroom teacher for children using the system.

Upper Primary Class Details - please fill in a class worksheet for each class that is using the DiGii Social Student Platform.

Very little personally identifiable information, especially for children, is stored in the system. Only a username is required. The username needs to be unique within the class/group. The recommended username convention is first name plus surname initial - e.g., "Lucas J". If there are two or more children with the same combination of first name and initial a different username will be required. A preferred name or addition of a middle initial are suggested options.

Up to 4 email address for parents, grandparents or carers can be entered, allowing access to the Parent Platform.

Classrooms Example

CLASSROOMS

Classrooms	Platform Access**	No. of Students	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
5H	Upper Primary	30					X	
5L	Upper Primary	29					X	
6CW	Upper Primary	25						X
5/6E	Upper Primary	30					X	X
6Manning	Upper Primary	15						X
1A	Junior Primary	30	X					
2A	Junior Primary	28		X				
3/4A	Junior Primary	30			X	X		
4A	Junior Primary	29				X		
1B/2B	Junior Primary	25	X	X				
	Total	271						

*Platform Access***	
Upper Primary	*Generally refers to Year 5s& 6s who get individual student access to the interactive DiGii Social platform
Junior Primary	*Refers to classes whose teacher gets access to the library of Lesson Plans, but no individual student access is required

This is where you list all your classes from Year 1 - 6. Each class will have a unique Classroom name.

Any naming convention is okay - e.g. 5C, Banksia, Ms Fraser's Year 5s, etc, just as long as it is unique and identifiable by Students and/or Staff when they Login.

There are two distinct types of "Platform Access" that need to be allocated to each class.

Upper Primary - this will typically be your Year 5s and 6s. These classes will have a corresponding 'Upper Prim Class' worksheet. Each student will be allocated a login name by you.

Lower Primary - these are the classes that students DON'T get access to the DiGii Social learning platform, but instead, the teachers get access to our library of Lesson Plans and Curriculum Resources.

Staff Details Example

STAFF

First Name	Surname	Staff Preferred Name (visible by students on system)	Staff Email Address	Role	Admin Access Class 1 Name	Admin Access Class 2 Name	Admin Access Class 3 Name
Dean	Jackson	Mr Jackson	dean.jackson@educatio.edu.au	Principal			
Janet	Fraser	Ms Fraser	janet.fraser@education.edu.au	Teacher	5C		
Frank	Humbolt	Mr Humbolt	frank.humbolt@cea.edu.au	Teacher	6A	6B	
Max	Jones	Max Jones	max.jones@cea.edu.au	Teacher	6B		
Tracey	Brown	Miss Brown	tracey.brown@cea.edu.a	Support Staff			
Jane	Matthews	Mrs Matthews	jane.matthews@edcat.edu	System Admin			

The preferred name is how staff will be addressed by students throughout DiGii Social. Email addresses are used by staff to log in to DiGii Social and used for system notifications.

The key staff roles in DiGii Social are Principal, Teacher, System Admin and Support Staff.

A Principal will have summary visibility across all classes. They do not have a specific classroom allocated in the system.

A Teacher can be assigned to a single classroom or more than one if they teach across classes.

A Support Staff role, for example a sports teacher, or Chaplain, or Counsellor, may not be assigned as to a classroom as a teacher, but will log in to the system to respond to Help Requests from students. This is NOT technical support, but rather Social and Emotional support for students - trusted staff who students can rely on for help.

A person assigned 'System Admin' will be able to add students and teachers to classes.

The 'Admin Access Class Name' column indicates whether a staff member is running DiGii Social for their Classroom and needs access to all the student activity in that Classroom.

The classroom needs to match the classroom name entered on the relevant Classroom worksheet. Any naming convention is OK - e.g., 5C, Banksia, Ms Fraser's Year 5s, etc, it just needs to match.

Staff Preferred Name is the name that students will see on the system.

Upper Primary Class Details Example

Classroom:	5C			
Teacher Name:	Ms Fraser			
Student Username	**Parent Email**	**Parent Email**	**Parent Email**	**Parent Email**
Lucas J	mary@biggpond.net.au			
Lucas MJ	l.k@hottmail.com			
Leon F	frendly@gnail.com			
Chelsea D	thedrews@yaho.com			
Mandy P	bob@aple.com			
Bobbi S	pridget@hottmail.com	peta_jon@inet.net		
Kiara N	wendy@gnail.com.au			
Steven T	tiger@bigpound.net	mike@westtnet.net	ploy_milestone@yahooo.com	
Alison R	m_huntris@aple.com.au			
James W	wilsons@iiinet.net.au			

The Classroom and Teacher Name at the top of the sheet link the Class Details to the Staff Details.

Students need a Username that is unique within the class. The recommended username for students is first name plus first initial of the surname. If this results in duplicate usernames a middle initial can be added or a nickname for the student can be used.

Parents/grandparent/carer email addresses are used to invite family members to join the system to access their own online training content on the Parent Platform.

DiGii@School – Logging on

Once your datasheet is completed, getting started on DiGii Social is simple for all parties.

For schools:

Each educator listed on the datasheet will receive an email with directions to getting started. Simply follow the link and set your preferred name and password. That's it! You're ready to go and your class will show up on your Dashboard.

For students:

Direct all students to copy this link into their browser's address bar: class.digiisocial.com

OR…there is a Login button on the landing page of the DiGii Social website

Each child will choose their school by entering the first few letters of the school's name before being offered a choice of schools matching that name in our system. For schools with the same name but in different areas or states, options to assist choosing the correct school will be provided.

The student then chooses their class (drop down list) and then enters their username – which is what is listed on the datasheet (usually first name and initial of surname).

Every student starts by entering the generic password "DiGii Social" – that's case sensitive, so needs to include the capitals 'D' and 'G' in DiGii, the space between the words, and the capital 'S' in Social. The platform will then prompt the student to enter their own safe password for future logins.

Should a student forget their password at any time, the class teacher is able to reset it in the 'Students' tab on the Teacher Dashboard.

For parents:

Following the on-boarding process, parents are immediately sent an email asking them to login in by following a link. The process is simple, requiring the parent to insert a password before gaining access to their platform.

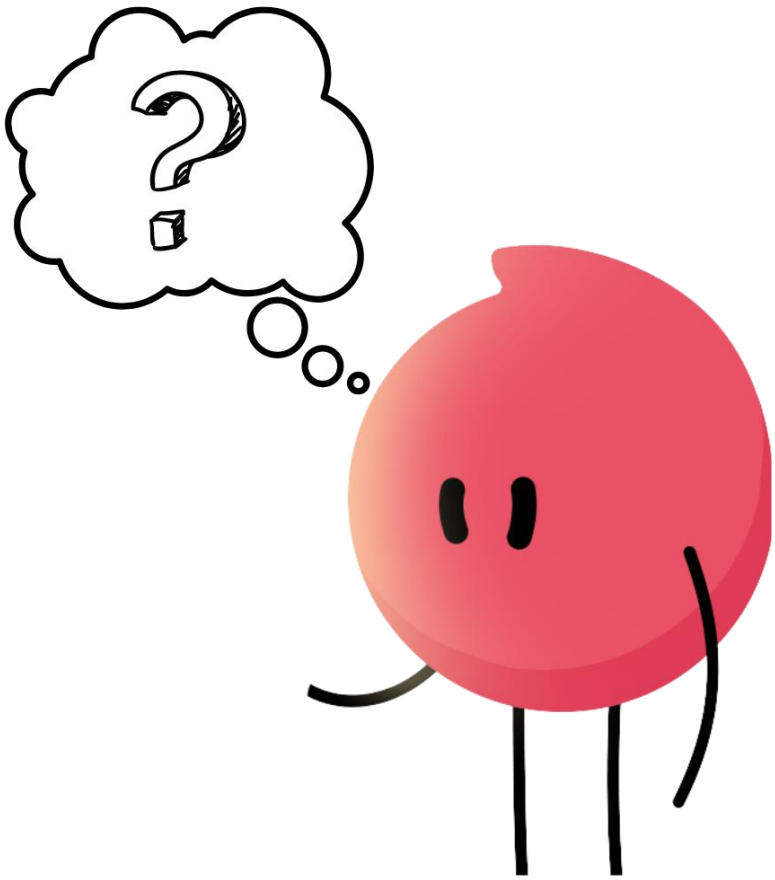
If any parent emails bounce, the school will be notified to update that email address.

One million children prepared for and protected in their digital lives

Together we're ensuring that today's children are kind, compassionate, moral and ethical digital citizens of the future.

Help Desk – We respond immediately to help requests that are easily submitted from the Teacher Platform.

Feedback – Are there additional features, glitches and suggestions you'd like to notify us of? Use the 'Feedback' button and we'll be in contact.

Platform information – additional information on features and functions is available on the Teacher Platform in a series of brief Information Guides.

Welcome to a global growing community of educators concerned about our children and the impact of digital life. Our small but mighty team is on standby to make your DiGii@School experience the best we can. This is all new technology, and your feedback is important to us. Please get in contact using the functions about or by emailing hello@digiionline.com