



"Caring for Excellence"

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers



If you need help to understand the information in this policy please contact [insert school contact details].

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- (e) the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Viewbank College.

Staff use of technology is also governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Viewbank College’s Child safety Code of Conduct
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employees](#) (staff)
- [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students’ particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Viewbank College believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school’s vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Viewbank College

Classes at Viewbank College are delivered with the use of notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. Viewbank College has special arrangements with Edunet that offers discounted prices and technical support for the lease or purchase of devices for Viewbank College students.

In order to ensure technical connectivity and capability for use in the classroom the following minimum system requirements apply:

- The laptop must run windows 10 natively (not via virtualization technologies such as Parallels, VM Ware Fusion or Virtual Box) OR Mac OS
- A current series Intel Core i5 Processor (recommended) or greater
- Minimum 6 Hours of battery life
- Minimum 4Gb of RAM

- Support 802.11AC and 802.1X wireless standards
- Include a HDMI or Display Port
- A full-size, physical keyboard that can be/is directly attached to the device.

In addition to these minimum requirements, parents/guardians should be mindful of other physical aspects of the device, including:

- Size
- Weight
- Touch response
- Warranty support
- Accidental damage protection

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Viewbank has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Families should contact their child's House Leader for more information.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Dang Truong.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Viewbank College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Viewbank College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- use digital technologies in the classroom for specific purpose with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at the earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service at school to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify [insert relevant role/s, i.e. classroom teacher, the administration], immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Social media use

Our school follows the Department's policy on [Social Media Use to Support Learning](#) to ensure social media is used safely and appropriately in student learning and to ensure appropriate parent notification occurs or, where required, consent is sought. Where the student activity is visible to the public, it requires consent.

Our school has a Viewbank College Instagram Page to showcase events and student work at Viewbank College, used predominantly by Senior Media classes. Parents are welcome to contact Sharon Grimes if they have any questions or concerns about students participating in any social media forums.

In accordance with the Department's policy on social media, staff will not 'friend' or 'follow' a student on a personal social media account, or accept a 'friend' request from a student using a personal social media account unless it is objectively appropriate, for example where the student is also a family member of the staff.

If a staff member of our school becomes aware that a student at the school is 'following' them on a personal social media account, Department policy requires the staff member to ask the student to 'unfollow' them, and to notify the school and/or parent or carer if the student does not do so.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Viewbank College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Viewbank College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement and Bullying Prevention* policies.

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 and child safety training processes
- Available on Compass under School Documentation
- Available on MS Teams – School Policies
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Consultation	Friends of Health and Wellbeing
Approved by	Principal and School Council
Next scheduled review date	April 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT



Computer Facilities and Internet Acceptable Use Agreement

Child Safe

Viewbank College is a child safe environment in accordance with the Victorian Government Guidelines. Viewbank College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Viewbank College has a Child Safety Code of Conduct consistent with the Department of Education and Training's exemplar.

Preamble

Viewbank College is committed to the safety and wellbeing of children and young people. We support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces.

You are asked to read the **Digital Learning Policy** and to sign the **Acceptable Use Agreement** below. This agreement will be kept on file for the duration of your child's stay at the College. The College requires that this agreement be signed before students are given access to the College's computer network. A copy of the policy will be published in Compass and the student diary each year to remind students of their obligations as computer and internet users.

The policy extends to internet usage both within and outside the College. Any student who does not follow these rules will be reported to the relevant Assistant Principal or Year Level Wellbeing Leader who will then contact parents.

Educational rationale

At Viewbank College we:

- Have a **Student Engagement and Inclusion Policy** that outlines our College's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct
- Have programs in place to educate our students to be safe and responsible users of digital technologies, including Year 7 and 9 Digital Technologies as timetabled subjects for all students, and Cybersafety Health and Wellbeing programs
- Provide information about digital access issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies in the classroom

- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity, and other measures
- Provide a filtered internet service to block inappropriate content. However, we acknowledge that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning
- Address issues or incidents that have the potential to impact on the wellbeing of our students
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements) and, if my understanding is unclear, seeking further explanation from a trusted adult
- Meeting the stated terms and conditions for any digital or online tool and completing the required registration processes
- Handling ICT devices with care and notifying a teacher of any damage or attention required
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the College's policies
- Not downloading unauthorised programs, including games
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of another student.

Consequences

There is a range of possible consequences and more than one may apply for a given offence. Serious or repeated offences will result in stronger penalties. A consequence of breaking the rules by those involved either directly or indirectly may include one or more of the following:

- Temporary ban on using computers/netbooks
- Removal of email privileges
- Removal of internet access privileges
- Removal of network access
- Internal and/or external investigations
- Involvement of the Police
- Paying to replace damaged equipment resulting from accidental or malicious damage, or theft.
- Loss of marks for an assessment task (where appropriate)
- Temporary confiscation of devices (including, but not limited to, laptops/mobile phones any other electronic device)
- Suspension or expulsion from the College.

I have read the student Computer Facilities and Internet Acceptable Use Policy and understand that any breach of the conditions will forfeit my right to use the College computer and internet facilities. I also understand that there may be further disciplinary action taken if the College administration deems it necessary.

Student First Name:

Surname:

Signature of Student:

Date:

Signature of Parent / Guardian:

Date: