



DIGITAL LEARNING POLICY

Help for non-English speakers



If you need help to understand the information in this policy, please contact Viewbank College.

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
- (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) 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:

- [Cybersafe 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 - Child Safety Code of Conduct [\[to be linked\]](#)
- [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)

INFORMATION FOR PARENTS

Our commitment to the responsible use of digital technology






At Viewbank College, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

What we do

	<p>We set clear expectations</p> <ul style="list-style-type: none"> We have clear expectations about appropriate conduct using digital technologies. Our Mobile Phone Policy outlines our school’s expectations relating to students using mobile phones during school hours. We have clear and appropriate consequences when students breach these expectations, in line with our Student Wellbeing and Engagement Policy.
	<p>We teach appropriate conduct</p> <ul style="list-style-type: none"> We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.
	<p>We partner with families</p> <ul style="list-style-type: none"> We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.
	<p>We provide access to technology</p> <ul style="list-style-type: none"> We provide access to educational software for students to use (Microsoft 365, Adobe Creative Cloud, Clickview and Stile). We create student email accounts which are non-identifiable.
	<p>We supervise digital learning</p> <ul style="list-style-type: none"> We supervise students using digital technologies in the classroom, consistent with our duty of care. We use clear protocols and procedures to protect students working in online spaces
	<p>We take appropriate steps to protect students</p> <ul style="list-style-type: none"> We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content. We may access and monitor messages and files sent or saved our network, if necessary and appropriate.
	<p>We appropriately manage and respond to online incidents</p> <ul style="list-style-type: none"> We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety. We refer suspected illegal online acts to the police.

How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p>Establish clear routines</p> <ul style="list-style-type: none"> • Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include: <ul style="list-style-type: none"> ○ Requiring devices to be used in a common area, such as a living room or study area ○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.
	<p>Restrict inappropriate content</p> <ul style="list-style-type: none"> • Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content. • Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).
	<p>Talk about online safety</p> <ul style="list-style-type: none"> • Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media. • Encourage your child to talk to you or another trusted adult if they feel unsafe online.
	<p>Model responsible and balanced technology use</p> <ul style="list-style-type: none"> • Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.* • Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.
	<p>Work with us</p> <ul style="list-style-type: none"> • Let your child's House Leader know about concerns you have regarding their technology use • Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.

**Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:*

- *no more than 2 hours of sedentary recreational screen time per day*
- *avoiding screen time 1 hour before sleep*
- *keeping screens out of the bedroom.*

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

PERSONAL DEVICES AT VIEWBANK COLLEGE

Digital Technology and Learning at Viewbank College is delivered with the use of notebook computers.

Viewbank operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with Edunet who offer discounted prices for the lease or purchase of devices for our students. All technical connectivity specifications are catered for in the notebook options provided by Edunet. We are no longer able to provide technical support for BYOD devices purchased from other suppliers.

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.

Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in students locked locker when not in use
- any physical device damage is immediately reported and if necessary, repaired
- it is clearly labelled with the student's name and class

Supports and services provided

Viewbank College will provide the following technical support services for devices brought to school:

- Support to access software (Microsoft 365, Adobe Creative Cloud, Stile, Clickview)
- Connecting devices to the internet
- Providing student log-in credentials to access the schools network, including a school email account

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.

Students, parents and carers who would like further support or advice are encouraged to contact our IT team of technicians.

INFORMATION FOR STUDENTS

What we expect

Below are our expectations of students at Viewbank College when using digital technologies.

Be safe



At Viewbank College, we protect personal information and keep safe online.

We do this by:

- Not sharing our password or using someone else's username or password.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.

Be respectful



At Viewbank College, we are kind and show respect to others when using technology.

We do this by:

- Acting with kindness and never bullying or impersonating others online.
- Thinking about how our words might make others feel before we say or write them.
- Only taking photos or recordings of others when they are aware and have given us permission to do so.
- Seeking permission before sharing others' information online.
- Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.

Be responsible



At Viewbank College, we are honest, handle technology with care and follow the school rules.

We do this by:

- Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.
- Following the terms and conditions of any digital tool we use.
- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.
- Turning off and securely storing our mobile phone during school hours.
- Ensuring a healthy balance between screen time and offline activities at school.

Ask for help



At Viewbank College, we ask for help if we feel unsure or see something inappropriate.

We do this by talking to a teacher or a trusted adult if:

- We feel uncomfortable or unsafe.
- We see others participating in unsafe, inappropriate, or hurtful online behaviour.
- We notice any damage to school technologies.
- We need help understanding about a digital tool or how it can be used.

If 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 Wellbeing and Preventing Bullying policies.

Breaches of these standards 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 [to be linked].

Support for students:

- For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

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 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	4/9/2024
Consultation	School Council
Approved by	Principal and School Council (4/9/2024)
Next scheduled review date	4/9/2028