

DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA, DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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PURPOSE

To ensure that all students and members of the Carranballac P-9 College 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 any and all school managed devices, BYOD laptops, iPads or tablets]
- (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

SCOPE

This policy applies to all employees and students Carranballac P-9 College when they engage in digital activity in the following circumstances:

- While performing work for the organisation, regardless of where it is performed
- When using the organisation's IT systems or equipment even if for personal use
- When conveying information about the organisation or a stakeholder

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 and students also follow our school's Acceptable Use Policy.

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

- Carranballac P-9 College's *Child Safety Code of Conduct*

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- [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.

Digital technologies include, but is not limited to:

- Computer systems and applications such as email, and the internet
- School networks
- Electronic storage devices, including USB and portable hard drives
- Mobile devices such as mobile phones, tablet devices, smart watches, and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax, printing and copying machines

POLICY IMPLEMENTATION

Vision for digital technology at our school

This school understands that digital technologies including the internet, applications, software, computers, and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

The school believes that the use of digital technologies 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 educate and empower students to safely use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

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Technology at Carranballac P-9 College

Our school operates a Bring Your Own Device (BYOD) program for students in Year 5 –9. This program provides families with the freedom to purchase a laptop that fits within the family budget. Students in Year 5 and 6 are encouraged to participate in this program, whereas students in Years 7–9 are expected to provide a BYOD laptop. Students must bring their own purchased or leased laptop with them to school each day.

Students are encouraged to have their own laptop with:

- protective case for storage
- have at least 6 GB of storage
- operate Windows 8 or higher

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

The school has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to visit our school website www.carranballac.vic.edu.au

Students and Parents are expected to agree and sign an Acceptable Use Agreement prior to obtaining access to the school network. All BYOD laptops require an eduStar Wi-Fi certificate, Linewize network certificate and Family Zone connection agent prior to accessing the internet at school. School technicians are available to assist and will need Administrator access to the device to perform these necessary tasks.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. We are committed to educating all students to be safe, responsible, and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Carranballac P-9 College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students

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- have eSmart programs in place to educate our students to be promoting safe, responsible, and discerning use of digital technologies, including [insert details of specific programs]
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement and Wellbeing Policy* that outlines our school’s values and expected student behaviour, including online behaviours
- have an eSmart Acceptable Use Agreement outlining the expectations of students when using digital technology at school (please refer to Appendix A)
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of any 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 and signed an 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 their classroom teacher immediately, who will contact IT for password reset.

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, network access, 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.

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

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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 the school's *Statement of Values, Acceptable Use Agreement, Student Engagement and Wellbeing 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), the school will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.

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 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 and through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

Appendix A: Digital Learning Acceptable Use Agreement for students

Appendix B: Digital Learning Parent Agreement

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Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Bullying Prevention Policy
- Duty of Care, Yard Duty and Supervision Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Yard Duty and Supervision Policy

Related Department of Education and Training policies

The Department's Policy and Advisory Library (PAL):

- [Digital Learning in Schools](#)
- [Parent Payments](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years, or earlier as required following breaches of this policy and/or an incident relating to internet use or cyberbullying.

Policy last reviewed	July 2022
Approved by	Principal
Consultation (Recommended)	School staff/School Council July 2022
Next scheduled review date	July 2024

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Appendix A

INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations, I will immediately click on the home or back button and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail.
- Compose e-mail messages using only language that I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Principal.

Student Name _____

Student Signature _____

Date _____



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Appendix B

Parent/Carer Agreement

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do/do not consent to my child having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

I do/do not consent to my child corresponding with others, using email.

Parent/Carer Signature _____

Parent/Carer Name _____

Date _____