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

| | |
|---|---|
| **Interpreter** | **Help for non-English speakers**<br><br>If you need help to understand the information in this policy please contact the School by telephoning 03 9376 1622. |

## 1. 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 the Bring Your Own Device (BYOD) Program;

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; and

f) how our school prioritises the safety of students whilst they are using digital technologies.

## 2. DEFINITIONS

- **Digital technologies** - are defined as digital devices, tools, applications and systems that students and teachers use for learning and teaching; this includes Department of Education and Training (DET) provided software and locally sourced devices, tools and systems.

## 3. SCOPE

This policy applies to all students and staff at Mount Alexander 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.

School staff also follow the 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:

- Mount Alexander College's Child Safety Code of Conduct
- The Victorian Teaching Profession Code of Conduct for teaching staff
- Code of Conduct for Victorian Sector Employees for staff
- Code of Conduct for Directors of Victorian Public Entities for school councillors

## 4. POLICY

### Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Whilst it is not mandated at Years 11 and 12, the use of digital technologies is a core component of the curriculum in the VCE and VCAL.

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.

Mount Alexander 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 Mount Alexander College

Mount Alexander College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads, tablets and notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Mount Alexander College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is has a fully charged battery each morning
- Is brought to school in a protective case
- Operating system and software minimum requirements:
  - Mac 10.12;
  - Windows 10;
  - All operating systems and software updated with the latest service packs; and
  - Antivirus/anti-malware/anti-spyware programs installed and up-to-date.
- Hardware minimum requirements:
  - Wi-Fi connectivity;
  - 11-inch screen;
  - 8GB memory;
  - Recommend 120GB data storage;
  - Minimum 6 hours continuous battery life.

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 more information or assistance regarding our BYOD program are encouraged to contact Craig Draycott at the school on 03 9376 1622.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Alexander College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Mount Alexander 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 eSmart Schools and eSafety Commission
- 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 and Inclusion* 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, the school website 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 the student's Heads of House 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

### *Social media use*

Our school follows the Department of Education'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 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 Mount Alexander 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), Mount Alexander 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.

## 5. 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
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Discussed at student forums and House Mentoring
- Made available in hard copy from school administration

## 6. FURTHER INFORMATION AND RESOURCES

Mount Alexander College policies and resources relevant to this policy include:

- Child Safety Code of Conduct
- Student Engagement and Inclusion Policy
- available online http://www.mountalexandercollege.vic.edu.au/about-mac/school-policies/

Department of Education and Training resources:

- Acceptable Use Policy for ICT Resources
  https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview
- Cybersafety and Responsible Use of Digital Technologies Policy
  https://www2.education.vic.gov.au/pal/cybersafety/policy
- Digital Learning in Schools Policy
  https://www2.education.vic.gov.au/pal/digital-learning/policy
- Social Media Use to Support Student Learning Policy
  https://www2.education.vic.gov.au/pal/social-media/policy
- Code of Conduct for Victorian Sector Employees for staff
  https://www2.education.vic.gov.au/pal/code-conduct/overview
- Code of Conduct for Directors of Victorian Public Entities for school councillors
  https://www2.education.vic.gov.au/pal/school-council-conduct/policy
- Social Media Use to Support Learning Policy
  https://www2.education.vic.gov.au/pal/social-media/policy

Other resources:

- The Victorian Teaching Profession Code of Conduct for teaching staff
  https://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf

## 7. REVIEW CYCLE AND APPROVAL

| Policy last reviewed: | August 2022 |
|---|---|
| Consultation: | Mount Alexander College Leadership Team |
| Approved by: | Principal - Dani Angelico – August 3rd, 2022 |
| Next scheduled review date: | August 2024<br>Note: the mandatory review cycle is 2 years. |