Essendon Keilor College

DIGITAL LEARNING POLICY

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand the information in this policy please contact your Campus Principal

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

(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

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

This policy applies to all students and staff at Essendon Keilor college and should be read in conjunction with the Mobile Phone Policy.

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:

- Essendon Keilor 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.

Essendon Keilor 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 Example School

Classes at Essendon Keilor 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. Essendon Keilor College has special arrangements with JB Hi FI that offers discounted prices for the lease or purchase of devices for Essendon Keilor College students.

Students are required to have their own device that must:

- Run Windows 8.0 or above
- be brought to school in a protective case
- have at least 4 GB RAM
- be less than 3 years old

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.

Essendon Keilor College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

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

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Essendon Keilor 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 Essendon Keilor 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
- 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, Compass Updates, 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 their Co-ordinator 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'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 Essendon Keilor 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), Essendon Keilor 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

REVIEW CYCLE

Policy last reviewed	June 2022
Consultation	Presented to College Council on 14/7/2022

Approved by	David Adamson, Principal
Next scheduled review date	June 2024

ACCEPTABLE TECHNOLOGY USE AGREEMENT

Students of today are becoming more and more reliant on use of computers as a means of completing work and as an outlet for socialising and networking outside of the school environment. As students gain more and more access to many different things through the use of technology, it is important for those students to understand the responsibilities that come with being a "cybercitizen". These online communities provide positive opportunities for today's students to learn in ways that previous generations did not. Unfortunately, these communities also provide opportunities for those not so responsible to gain access to students working/learning online.

Essendon Keilor College has a belief that the teaching of responsible online and cybersafe behaviour is important for every student but it is best taught in partnership between home and school.

SAFE AND RESPONSIBLE USE OF TECHNOLOGY AT ESSENDON KEILOR COLLEGE

Essendon Keilor College allows students to access the internet for a wide range of educational purposes. We acknowledge the importance of the use of the internet for engagement and improved learning but with this comes the understanding that it must be used responsibly and safely. At Essendon Keilor College we:

- Provide students with sessions on cyber safety. During this session students learn what acceptable and unacceptable online behaviour is. They also learn their legal rights when it comes to harassment or bullying online.
- Provide a filtered internet service at the school.
- Provide supervision and direction in internet activities when using technology for learning.
- Provide support and information to parents about safe use of ICT (Information Communication Technologies) through parent information evenings and newsletters sent home via students.
- Work with students to outline and reinforce the expected behaviours when using the internet for learning

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Be responsible and safe whenever and wherever I use technology and support others by being respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour) towards any member of the school community.
- Protect the privacy of others and never post private information about another member of the school community.
- Report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour towards any member of the school community.
- Be aware of a person's right to seek legal advice if being bullied or harassed online.

When at school I agree to:

- Use all technology with respect and accept if I am responsible for any damage a contribution will be made to cover any costs of repair/replacement.
- Protect my privacy rights and other members of the school community by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school.
- Use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment.
- Use the internet at school for educational purposes and use the equipment properly.
- Use social networking sites for educational purposes and only as directed by teachers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think about how I use content posted on the internet and not simply copy and paste information from websites.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or classroom teachers.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Talk to my teacher or another adult if:
  - ❖ I need help online,
  - ❖ I feel that the welfare of other students at the school is being threatened,
  - ❖ I come across sites which are not suitable for our school,

❖ Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

When I use my mobile phone, iPod or other mobile device I agree to:

- Use it for learning purposes as directed by my teacher.
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

To this end, when using my mobile device as a phone, I will:

- Keep my phone turned off during class times and only make or answer calls and messages outside of lesson times – except for specified learning purposes.

When using a camera such as a mobile phone camera or a digital camera I will:

- Only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson.
- Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers).
- Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Respect others when I talk to and work with them online and never write or participate in online bullying.
- Seek teacher permission before uploading any content to websites (e.g. blogs).

This Acceptable Use Policy for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that by breaking any of the terms of the agreement outlined above will result in immediate disqualification from the use of computer facilities and any further consequences deemed appropriate to the offence. The continued use of the account will be decided upon according to the severity of the breach. All breaches will incur immediate loss of access to all technology facilities until the Principal has resolved the matter.

If there are any queries regarding this agreement please don't hesitate to contact the Principal of each Campus. Phone numbers are on the attached sheet.

For further support with online issues please consider the following:

http://www.netalert.gov.au/

http://www.cybersmart.gov.au/

http://www.kidshelp.com.au/ (Helpline 1800 55 1800)