



# DERRINALLUM P-12 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 the front office.

### 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, cameras)
- (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 Derrinallum P-12 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:

- Derrinallum P-12 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.

Derrinallum P-12 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.

### **Devices at Derrinallum P-12 College**

Derrinallum P-12 College operate a 1-to-1 device program, in which each child is allocated a school owned laptop. These laptops whilst allocated to individuals do not leave the school and can only be used for learning purposes.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Derrinallum P-12 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 Derrinallum P-12 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 the Respectful Relationships program.
- 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 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 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.

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.

Our school uses *Instagram* as a platform to promote the learning and achievements of the students. Students will only be identified by their first name if permission for their photo to be published has been given. Posts are not 'tagged' nor are comments from external parties able to be added. The account is solely operated by the principal.

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 Derrinallum P-12 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), Derrinallum P-12 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 but is not limited to:

- 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
- 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/in Advocacy classes
- Made available in hard copy from the school administration.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	16 November 2022
Consultation	Student Representative Council, Staff, School Council, parent body
Approved by	Principal and School Council
Next scheduled review date	Oct 2024

# ANNEXURE A: ACCEPTABLE USE AGREEMENT

## Acceptable Use Agreement

DERRINALLUM P-12 COLLEGE

### **Appendix A - School support for the safe and responsible use of Information and Communication Technologies**

Derrinallum P-12 College uses the Information and Communication Technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources but acknowledge they must be used responsibly.

At Derrinallum P-12 College we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet
- provide a filtered internet service
- provide access and model appropriate use within the Department of Education and Early Childhood Development's state-wide, secure learning environment
- reinforce that cybersafe and responsible behaviours are expected in their school use of digital technology and associated equipment/resources we provide
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- use digital technologies for educational purposes
- provide support to parents/carers to understand this agreement

Your child has been asked to agree to use the Information and Communication Technologies resources responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

## DIGITAL LEARNING 2020-2022 DERRINALLUM P-12 COLLEGE

### Appendix B - Student Agreement for Use of Information and Communication Technologies at Derrinallum P-12 College.

(To be signed by all users)

#### **When I use digital technology, I agree to:**

- make every effort to care for equipment allocated for my use and take responsibility for any damage caused through carelessness or negligence
- be a safe, responsible, and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate, or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload, or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images. I will never post or forward anyone's personal information.
- use the internet for educational purposes and use the equipment appropriately.
- use on-line communication and networking sites for educational purposes and only as directed by teachers
- seek permission from individuals involved before taking photos, recording sound or videoing them
- only take photos and record sound or video when it is part of an approved lesson
- be respectful in the photos I take or video I capture and never use these for bullying
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio, and video and cite references where necessary)
- think critically about other users' intellectual property and how I use internet content
- not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers, or use school computers to store personal data (including games and music) or programs
- not access Internet sites that are banned or that would be inappropriate for school.

This Acceptable Use Agreement also applies during school excursions, camps, and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and digital technology at school will be renegotiated if I do not act responsibly. The use of mobile phones comes under the *Mobile Phone Policy*.

**Please return the attached Acceptable Use Agreement to the school so computers can be allocated for classroom use.**

## DIGITAL LEARNING 2022-2024

*\*By signing and returning this agreement, students will be allocated an individual laptop computer for school use.*

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

When I use digital technology at Derrinallum College, I agree that:

- Using any device is subject to the agreement of the school technology administrator and school Principal and is dependent upon the student demonstrating appropriate use of ICT
- Users are responsible for paying for loss of or damage to any borrowed device, whether through misuse or accident, up to and including the replacement value of the lost or damaged item
- The device is to be used for educational purposes only, directly related to the student's school program
- No programs of any sort or any files (including music and games) or personal data unrelated to the student's educational program are to be added to the device
- If any of the above conditions are not met, permission to use school-owned devices will be reviewed and privileges may immediately be withdrawn.
- I am not able to take school devices home without written permission from the principal.
- Taking a device without permission may be viewed as stealing school property.

In certain circumstances students may be permitted to borrow school devices, such as laptops for a set time frame. This permission will be explicitly granted. A Laptop Borrowing Agreement must be completed in full and submitted and approval granted by the school before this is possible. Please contact the principal to discuss this.

I have read the Acceptable Use Agreement carefully, understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and ICT technology access privileges being suspended or revoked and individual computer allocation being reviewed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School representative: \_\_\_\_\_ Date: \_\_\_\_\_