



# 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 Sale College on 03 5144 1711.

## 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 but not limited to 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
- (f) our school prioritises the safety of students whilst they are using digital technologies

## SCOPE

This policy applies to all Students, Staff (including Student Teachers & Trainees), Visitors and Volunteers at Sale 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, students, volunteers, student teachers and visitors are expected to follow Sale College'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:

- Sale College- 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.

Sale 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.

Sale College operates a 1-to-1 learning model, classes are delivered with the use of laptop computers. Students must bring their provided device charged to school each day to be used during class time for different learning activities.

The 1-to-1 provisioning model for laptop computers was chosen to support our whole-school teaching and learning plan and curriculum priorities. It provides students with equitable access to electronic devices, with support for families that may be experiencing financial difficulties outlined in our parenting payment policy

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Sale 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 Sale 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. These programs are done through the pastoral program, but also through incursion in which a range of people and agencies educate students on digital technology use. Examples of agencies visiting the school are Victoria Police, Esmart etc.
- 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 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 campus IT technician 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 Sale Colleges *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), Sale 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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website / Compass
- 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/ through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	IT – 29/12/2022 School Council meeting 16 <sup>th</sup> February 2023
Approved by	Principal and School Council 16 <sup>th</sup> March 2023
Next scheduled review date	February 2025

# Acceptable Use



## Sale College Acceptable Use Agreement School profile statement

At Sale College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This policy is available on the Sale College Website. This Policy extends to online conduct;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
  - [Duty of Care and Supervision](https://www2.education.vic.gov.au/pal/cybersafety/policy)  
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
- [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student declaration

When I use digital technologies and the internet, I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner;
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the School's policies;
- Users must not attempt to bypass College security systems to gain access to unauthorised or unfiltered content.
- Users must not deliberately access material which is pornographic, excessively violent, or deals with the manufacture or sale of weapons or drugs.
- 'Chat', messenger or social media sites are not to be accessed at school.
- Not downloading unauthorised programs, including games;

- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network or online service with a username or password of another person.
- During class time the internet is to be used for school work only. During lunchtime, recess and after school, internet use must comply with all other guidelines
- No malicious software should be installed on any College device
- Installed software must not be tampered with.
- The College cannot guarantee the security of work stored on the network or laptops – work should be backed up.

## **1-to-1 devices - considerations for inclusion**

### **Ownership and insurance**

- The computer remains the property of Sale College at all times.
- At the end of the borrowing period, the borrower shall immediately deliver the computer to Sale College in a condition consistent with the performance of this contract.
- Sale College and the Borrower acknowledge that the computers primary use will be by the Student in relation to his/her secondary course at Sale College.

### **Damage or loss of equipment**

- Sale College will provide routine maintenance to keep the computer in working order during the borrowing period. Any maintenance work not considered to be routine will be at the expense of the borrower, before any such work is completed Sale College will notify the Borrower of the work to be undertaken and advise the cost involved.

### **User responsibilities**

- Take good care of Laptop. This means keeping it in its case, storing it carefully in my locked locker, placing it safely on my desk or table and not carrying it by the screen.
- Make sure that I never leave Laptop unattended in class or in the school grounds.
- Never let anyone else use Laptop
- Keep my password safe by not sharing it with anyone else. Parents may request the password from the technical support team.
- Make sure Laptop battery is charged for class each day. This means charging it at home every night
- Bring Laptop to school each day
- Keep food and drink well away from Laptop
- Keep Laptop clear of writing, stickers and other decorations and not engrave, mark, paint, draw or remove Windows identity stickers or bar codes from the Laptop.
- Never disassemble the Laptop
- Backup my work on a regular basis using a USB key or external hard drive
- Not alter, copy or remove software that is loaded on the Laptop as it is the property of Sale College. This includes:

- Loading software applications not authorised by Sale College particularly any file sharing software, P2P and torrent software.
- Changing or removing the operating system
- Altering the security software
- Only download appropriate material to my laptop. This means no material that is pornographic, obscene, racist, discriminatory or violent and no vulgar images, sounds, music, language or materials.
- Follow Digital Learning Policy (attached) at all times, both in class and at home. If I do not adhere to the policy at all times, I understand that consequences will be applied.

### **Use at home/ School support**

As a parent/guardian of a student in the Laptop Program at Sale College, I acknowledge that:

- If the Laptop is damaged or not working properly, it must be returned to the Sale College technology staff for repairs. I will not attempt repairs myself or contract with any other individual or business for the repair of the Laptop as this may void warranty.
- This Laptop is under Sale College's ownership and any data stored on it is able to be accessed by the school.
- I will supervise the student's use of the Laptop while the student is at home. I am responsible for monitoring my child's use of the internet outside school hours.
- The use of internet at home is totally my responsibility both in setting it up, and financially.
- Internet access outside of the school's network may not be filtered. A home filtering system is my responsibility.
- The school has a monitoring software program on each Laptop that can track student use at any time.
- If the student permanently leaves school, the Laptop must be returned before the student can be exited from school.
- The Laptop must be returned to the college by the date specified by Sale College.

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### **Signature:**

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that if I fail to comply with the guidelines for use of the Network and Internet, I may have access to the network withdrawn and parents may be notified.

More serious incidents may involve -

- Suspension in line DET Suspension Guidelines and Procedures
- Involvement of law enforcement agencies.



This AUA applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Students will not be allocated a laptop until the AUA has been signed by student and parent/ guardian.

Users should not expect that files stored on the College IT network or on laptops will always be private, or that computer use is confidential. Monitoring applications operate on all Sale College owned devices.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_