



Digital Learning (Internet, Social Media and Digital Devices) Policy



Help for non-English speakers

If you need help to understand this policy, please contact the General Office, 95717838.

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 Chrome Book and BYO Device programs
- (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
- (f) our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Glen Eira 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:

- Glen Eira 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 Technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.



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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.

Glen Eira 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 GLEN EIRA COLLEGE

Parents/carers are invited to purchase or lease a device for their child to bring to school.

A chromebook program operates from Year 7 to 9. A chromebook:

- is a small, portable personal computer
- uses the Google Chrome operating system, and free applications can be added (as required) by students and staff from the Google Chrome Web Store.
- has a very small hard drive as all work is cloud-based
- uses Google Chrome as the operating system and is most useful when connected to the Internet, in particular the Google Education suite (such as Google Sites, Drive, Classroom Groups, etc).

We have a special arrangement with CompNow that offers chromebooks with a repair service and warranties.

Years 10 to 12 students can participate in the Windows laptop or Macbook program. This will allow students to connect to the school network, to assist in enhancing the learning environment. This program is optional. The Windows laptop or Macbook must have the following specifications.

- CPU: Intel Core i5-7200U Processor (2.50GHz,
- 3MB L3 Cache, 2133MHz)
- SCREEN: 13.3" FHD (1920x1080)
- MEMORY: 4GB DDR4 Memory
- WIRELESS: Intel Dual Band Wireless-AC 8265 (2x2, 802.11ac)
- HARD DRIVE: 128GB Solid State Drive
- KEYBOARD: Integrated Keyboard
- BATTERY: Up to 9 Hours
- CAMERA: Front Facing

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

- Is fully charged each morning
- Is brought to school in a protective case

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.



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Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Nick Hamer-Smith, Assistant Principal.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

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

At Glen Eira 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 purposes 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 online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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, 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 our newsletter and annual information sheets.

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 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.



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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 Glen Eira 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), Glen Eira 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 and on XUNO
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook
- Discussed at parent information nights/sessions
- Included in Student Planner
- Included in transition and enrolment packs
- Discussed at student forums
- Made available in hard copy from General Office



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POLICY REVIEW AND APPROVAL

Policy last reviewed	2018
Approved by	Principal and School Council
Next scheduled review date	June 2024

ANNEXURE A: STUDENT BREACH NOTIFICATION (ACCEPTABLE USE POLICY)

Glen Eira College provides ICT hardware and software resources as an educational tool to support student learning. This includes networked and stand-alone multimedia computers and digital imaging equipment (scanners, digital, still and movie cameras). Students also have access to the Internet. Students must access computers and computing resources responsibly. This includes when accessing to your user folder, your email account, the Internet and Chromebooks.

Failure to follow this policy will result in suspension of your access to computers at school. Alternate work will be provided. Serious breaches of this policy may result in permanent exclusion from all computers at school. Other consequences may also apply.

Students should:

- Use the computing resources for educational purposes only. This includes:
 - ✓ Working on assignments and tasks set by teachers
 - ✓ Creating artwork, documents, spreadsheets and multimedia material for schoolwork
 - ✓ Accessing online encyclopaedias and other references
 - ✓ Conducting research for school activities and projects
 - ✓ Accessing CDs, DVDs, USB memory sticks and files made available across the school's network
- Communicate with other students and teachers to enhance learning
- Develop computer literacy skills
- Always use the computers and network resources with care and respect
- Submit work to teachers electronically as appropriate
- Report immediately to the supervising teacher, technician or computer manager any malfunctioning device. This will ensure maximum access for educational purposes for all students.

Students should also be aware that:

- You are responsible for the contents of your own user folders.
- Your user account or folder is an extension of your workbook – it is not a place to keep your secrets! For maintenance and management reasons, network administrators have full control over all folders. The College reserves the right to inspect the contents of any file stored on any computer or file server or on any transportable storage medium including USB memory sticks, CDs or DVDs which are on College property.



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- Inappropriate or offensive emails sent by you may be redirected to the network administrator.
- Once the initial printing / internet entitlement is used (given at the beginning of each semester) parents/carers will pay the cost of additional printing.
- Students and their parents/carers are asked to read discuss and sign this document.
- Access to the school's domain and network will be assigned to students once we have received signed confirmation

Students should also be aware that:

- You are responsible for the contents of your own user folder.
- Teachers are able to see into your folder or Chromebooks. Your user either is an extension of your workbook– it is not a place to keep your secrets! For maintenance and management reasons, network administrators have full control over all folders. The College reserves the right to inspect the contents of any file stored on any computer or file server or on any transportable storage medium including USB memory sticks, CDs or DVDs which are on College property.
- Inappropriate or offensive emails sent by you may be redirected to the network administrator.
- Once the initial printing / internet entitlement is used (given at the beginning of each semester) students will pay the cost of additional printing.

Description of incident:

.....of has breached the Glen Eira College Computer and Internet Acceptable Use Policy as indicated in the highlighted section. This has resulted in access to school computers being suspended until

We have read the above document and agree that will adhere to the procedures outlined.



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We acknowledge that any further inappropriate Computer or Internet usage will result in withdrawal of Computer and Internet access and may incur other consequences as determined by the College.

Signed(student) Date:.....

Signed (parent / carer) Date:.....

Signed..... (Assistant Principal) Date:.....