

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact a member of the Principal Team at Wantirna College on 9801 9700.

PURPOSE

To ensure that all members of the Wantirna College 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 community follows and implements when using digital technology.
- (f) our school prioritises the safety of students and staff whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Wantirna 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:

- [Child Safe and Wellbeing Policy](#)
- [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.

Wantirna 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 Wantirna College

Wantirna College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase a device themselves or through our supplier portal for their child to bring to school. Wantirna College has made special arrangements with appropriate suppliers following an investigation of the most cost effective providers. Wantirna College can refer parents to government or community support programs that may help them to purchase a device for their child to own.

Students are expected to bring their own device to school each day to be used during class time for different learning activities.

Student devices must:

- Hold charge for 8 hours
- Have Windows 10 or Mac OS 10.4 minimum
- 10-inch screen
- 8 GB RAM
- 128Gb SSD

- Can access the M365 suite of applications (Word, PowerPoint, Teams, Excel, One Note, Outlook) which the school will provide for all students.

It is recommended that a student bring a device that:

- Operate on Windows 10 or Mac OS10.4 or later.
- Is brought to school in a protective case and has adequate insurance.
- Intel Core i5 processor or equivalent
- To stylus compatible.

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.

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

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wantirna 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 Wantirna 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 and processes in place to educate our school community to be safe, responsible, and discerning users of digital technologies.
- Educate our students and staff 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 and staff of our *Student Wellbeing and Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours.
- Have an *Acceptable Use Agreement* (Appendix B) outlining the expectations of students when using digital technologies for their schoolwork.
- Use clear protocols and procedures to protect students and staff 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 and staff 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
- Provide ongoing training of staff about the safe and responsible use of digital technologies for learning and teaching purposes such as Microsoft Office 365 and Teams
- Ensure all staff are aware of and trained to comply with the Department of Education, *Child Safe Standards*, the *Victorian Institute of Teaching Code of Conduct*, and the *Wantirna College Digital Technology Teaching Protocols* (Appendix A)

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 I.T department 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 has established a Facebook page for communication with our school community. This may be used for messaging, to showcase student work or achievements etc. Parents are welcome to contact the college who will direct them to the College, social media moderator if they have any questions or concerns about students being featured in this forum.

In accordance with the Department's policy on social media, staff must 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 Wantirna 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), Wantirna 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 www.wantirnacollege.vic.edu.au
- 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	August 2022
Consultation with Staff and Prin Team	August 2022
Approved by	Principal and School Council
Next scheduled review date	2024

APPENDIX A: Wantirna College Digital Technology Teaching Protocols

Safe and Responsible Use of Microsoft Teams

Ensure that you have read and understood the following documents.

- a. DET Child Safety Policy
- b. VIT Teacher Code of Conduct

Using TEAMS Virtual Classroom

- Video conferencing should occur within school hours
- Take a roll to ensure that all your students are present in a group lesson.
- If recording the lesson, do not include footage of any students
- Video conferencing with 2 or more students at one time.
- When tutoring one student, another staff member or parent of the student must be invited to the session. This person may be in attendance at any time during the session.
- Video conference with an appropriate background to ensure your privacy – blurring the background is recommended.
- Always wear professional attire, whilst online.

Communicating with TEAMS

- Work with students online and via Microsoft Teams Chat should generally be held within school hours (8.30 am – 5.30 pm).
- Communicate with students using your DET device and do not use your personal mobile number.
- Communicate through the schools Microsoft Teams account only and always use the student school email account
- Confine your comments to comments about student work and do not make any personal comments or have personal conversations
- Report any inappropriate comments/communication made by students to a member of the Principal Team

APPENDIX B: ACCEPTABLE USE AGREEMENT

School profile statement:

At Wantirna 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 Wellbeing & Engagement Policy, Child Safe and Wellbeing Policy, and Bullying Prevention Policy* that outlines our school's values and expected standards of student conduct, including consequences for breaching the standards. This policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies,
- 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

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)

- 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
(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>)

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 behaviour;
- 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;
- 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.
- Only using M365 applications for educational purposes.

Declaration Signatures:

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

This acceptable use agreement 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.

Student name: _____

Student Signature: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____