DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 or insert other appropriate programs as relevant to your school]

(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

SCOPE

This policy applies to all students and staff at Traralgon 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:

- Traralgon 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 Trnd 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

Traralgon College understands that safe and appropriate use of digital technologies including the internet, apps and computers 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Personal Devices at Example School

At Traralgon College we believe a personal computer allows students to access information, enhance and extend their learning and demonstrate understanding in creative and innovative ways. ALL students will be expected to have a laptop to support their learning. In 2017 the College introduced a Bring Your Own Device program (BYOD) in conjunction with the Managed Bring Your Own device program (MBYOD) The preferred option continues to be the Managed Bring Your Own Device as this allows for the college to offer a high level of support to these devices.

MBYOD:

The MBYOD program means parents purchase a laptop from a third-party supplier and they select a laptop to purchase from a limited number of college's approved laptops.

Features of the MBYOD program:

• Students gain access to the full resources of school network including the colleges ICT Department personnel to provide efficient support (technical, warranty and insurance if applicable)

• Laptops are purchased online at a competitive price negotiated with the provider.

• Each of the laptops purchased under the MBYOD program has a 3-year Onsite warranty this includes repair at home during the holidays (issue needs to be logged via https://www.lwt.com.au/warranty.aspx)

• MBYOD models will receive a connection to the college network and have the college software image installed. At additional cost (Recommended): Parents have the option to purchase a 3-year insurance policy which covers accidental damage, accidental loss and theft (In the event of a repair or replacement is required, the policy has a $100 excess charge). The payment of the excess and other cost incurred is the responsibility of the device owner.

BYOD:

The BYOD option means parents are free to purchase a device for their student provided it meets a college specified minimum standard.

Laptops (Preferred BYOD Option): Specification (minimum standard)

• Celeron n3050 (minimum).

• 4 Gig RAM.

• 64 Gig eMMC storage (minimum preferably 128 Gig).

• 11-inch Screen (minimum)

• Current Version operating system (MAC OS or Windows 10 Home or higher Window 10 S will not work)

• Anti-Virus Software

• Battery life sufficient enough for all class use

• Wireless Integrated Card "802.11abgn", "802.11agn", "802.11ac"

IPADs / Microsoft Surface: Specification (minimum standard)

• 10 Inch Screen

• Current Operating System IOS or Windows (Non jailbroken)

• Wireless Integrated Card "802.11abgn", "802.11agn", "802.11ac"

• Battery life sufficient for all class use

Android /Linux / Unix devices will not be supported; this includes Samsung Tablets and Google Chrome devices

Features of the BYOD program:

• These devices can be purchased from any supplier parents choose to access.

• Students with BYOD devices that meet the specification will have access to the college network.

• Students with BYOD devices will NOT have the college software image installed. The Traralgon College ICT Department will, assist with connection issues to the network and internet and department systems; however, support will be limited to these systems as per DET guidelines and policy.

• Parents will be responsible for resolving any warranty, non-school related software, damage, and loss or theft issues. ICT staff are unable to assist with such problems.

• The purchase of insurance is entirely at the discretion of parents (accidental damage, accidental loss, or theft). Parents are responsible for the entire cost of any repair or replacement of a BYOD device purchased without insurance.

• *Traralgon College will not take responsibility for lost or damaged BYOD devices*.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Traralgon 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 Traralgon 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 [insert details of specific programs]
- 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 [insert relevant role/s, i.e. classroom teacher, 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.

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 Traralgon College's Student Engagement, Behaviour and Inclusion 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), Traralgon 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 Engagement, Behaviour and Inclusion policies.

REVIEW CYCLE
This policy was last approved by school council on 22 October 2020 and is scheduled for review in September 2022.

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

TC-ICT-Agreement-
of-use.pdf