

# ALTONA COLLEGE 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 the administration 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 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 follows and implements when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies
- (g) the college's commitment to curriculum programs that include the regular use of digital learning tools and devices.
- (h) the support available to ensure all students can access the curriculum.

## SCOPE

This policy applies to all students and staff at Altona 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:

- Altona 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)

Staff also follow the college relevant Acceptable Use Policies (as applicable):

- Acceptable Use policy Altona College – Primary
- Acceptable Use policy Altona College – Secondary
- Staff Notebook agreement

## 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.

Altona 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 ALTONA COLLEGE

Altona College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads in Prep to Year 2 and notebook computers in Year 3 to 12.

Parents/carers are invited to purchase a device for their child to bring to school. Altona College has made special arrangements with Learning with Technologies who offer discounted prices for the purchase of devices for our students. Altona College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school on a day by loan basis.

#### OWNERSHIP

- Devices are purchased as part of a bundle that also includes pre-loaded school specific software and DET image, compulsory warranty, and insurance and accessory options.
- The device is owned by the parents/student but is made available for use as part of the colleges’ learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Students are asked to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it is fully charged each morning, is brought to school in a protective case and meets the following minimum specifications for use at school:

- Device Type: Windows or MAC
- Operating System: Windows 10 recommended
- Memory: 8GB recommended but should have at least have 4GB
- Hard Drive: 128GB
- Chromebooks are not recommended
- Devices deemed too old to connect with the college's current Wi-Fi will require a network card purchased at the parents' expense.

Please note that Altona College 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. This is available for purchase through the LWT portal accessible from the college website.

The College acknowledges that this policy and practice must be compliant with DET guidelines and aligns with the principles of the Parent Payments Policy and the Personal Devices – Parent Payments & Access Policy. Where families have difficulty providing or paying for essential student learning items, as determined by the College, the Principal will support parents to make an appointment with the business manager or delegate to discuss with them alternative payment methods and the range of support options that may be available for this program.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the relevant Assistant Principal on 9250 8050.

#### SOFTWARE AND ACCESS

- Necessary software will be pre-loaded when laptops are purchased through the college's designated supplier. This includes access to the DET eduStar image: [www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx](http://www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx). There is no cost for this access.
- The school will advise when new software or applications need to be purchased for installation.

#### COLLEGE SUPPORT

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues (building/maintaining images for non-school specified machines).
- hardware issues.

#### DAMAGE OR LOSS OF EQUIPMENT

Parents are responsible for:

- making sure the device is covered by insurance, so that it can be replaced if lost or damaged and student learning is not interrupted. (Options are available via the portal at time of purchase or through private insurance arrangements).
- notifying the college if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

#### SUPPORT IN SCHOOL HOLIDAYS

Support for older devices under warranty purchased through the school's previous association with JB Education can be accessed via: <https://productcare.jbeducation.com.au/> or ph:1300730548

Support for devices under warranty purchased through Learning with Technologies (LWT), can be accessed via email at [service@lwt.com.au](mailto:service@lwt.com.au), visit <https://www.lwt.com.au/> or phone: 1300 556 788.

New device purchases can be made using the portal posted on the Altona College website. <https://www.altonacollege.vic.edu.au/>.

## USER RESPONSIBILITIES

Students are responsible for:

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

## 1 TO 1 COLLEGE OWNED DEVICES

- College owned devices can be hired by parents/carers on behalf of the student in situations of financial hardship. A contract with explicit terms and conditions is required. Please contact the college business manager for further details. (dorgan.debra.l@edumail.vic.gov.au or 92508050).
- The school retains ownership of any non-personal device used by students who have not purchased their own device.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

## SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Altona 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 Altona Colleges, 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 have signed the Acceptable Use Agreement and parents/carers have confirmed their approval on Compass.

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 technical support team or another adult 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.

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.

Altona College has established a Facebook page to celebrate and events and activities within our broader community. The comment section is remains inactive. All essential and personal communication is via Compass.

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 Altona College's policies:

- Statement of Values
- Student Wellbeing and Engagement policy
- 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), Altona College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in several 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.altonacollege.vic.edu.au](http://www.altonacollege.vic.edu.au)
- Available to families on the Compass learning management system (School Resources tab)
- 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 as annual reference in school newsletter.

### PARENT ACKNOWLEDGMENT:

Parents/Carers are encouraged to read through this document in full with their child/ren. This document is available on Compass in School Documentation for further reference.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	Posted to community for feedback via Compass – 15/07/2022
Approved by	Principal and School Council 26 <sup>th</sup> July 2022
Next scheduled review date	Review July 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### School profile statement

At **Altona 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 extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies through our homeroom and pastoral care curriculum;
- 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;
  - See: [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>)

# Acceptable Use Agreement



## Student declaration - Primary

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies.

## My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies, I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies, I **respect myself and others**. This means I:

(write or draw...)

## Student declaration - Secondary

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;
- 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.

### Signature:

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

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.

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

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

Parent/Carer Name: \_\_\_\_\_

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

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



## Student Agreement

\_\_\_\_\_  
(Principal or teacher)

**acknowledges the commitment of**

\_\_\_\_\_  
(student)

**to being a polite, safe, responsible and ethical user of  
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Teacher/Principal's signature

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



