



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

1. 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 Bring Your Own Device program
- (b) expected student behaviours when using digital technologies including the internet, social media and digital devices (including computers and laptops)
- (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 behaviours 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.

2. Scope

2.1 This policy applies to all students and staff at our school.

2.2 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 are also required to comply with the school's Social Media Policy.

2.3 Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles.

3. Definitions

For the purpose of this policy, "digital technologies" are defined as digital devices (either belonging to the school or the student), 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.

3. Policy

3.1 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 software, can provide students with rich opportunities to support learning and development in a range of ways.

Through access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Our school 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.



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VUSC is an accredited eSmart school. eSmart, an initiative of the Alannah & Madeline Foundation, helps teachers and students to best manage cyber risks, bullying and cyber bullying issues and incidents so that students feel safe and supported at school. This is a framework that sits across the entire school – teachers, students, parents and the school community – and it is embedded into the school through our curriculum implementation, our leadership development and practice, our technology systems and our wellbeing programs.

3.2 Bring Your Own Device (BYOD) Program

Our school operates a Bring Your Own Device (BYOD) program. This program requires that each student has their own laptop that they take with them to all classes and then home to complete homework and learning tasks.

The college has negotiated an agreement with Learning With Technologies (LWT) to supply a range of devices to students. The prices we have negotiated ensure very good value to families as they include all programs and Department of Education software as required by the college. The purchase of these computers, along with various attachments, payment methods, warranty upgrades and insurance options can be made through the VUSC LWT Portal. Students may purchase their device from another supplier however this will not come with the Department's software and technical support from the school is therefore limited.

If a family is experiencing financial hardship, the school can refer parents/carers to government or community support programs that may help them purchase a device. The parent/carer should speak to their child's Year Level Coordinator or the Business Manager to arrange this.

Students are required to bring their own device to school fully charged each day to be used during class time for different learning activities. Outside class times, devices should be securely stored in the student's locker.

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. The school will not be held liable for loss, damage or theft.

Parents/carers should refer to the school's Computers for Students Program information sheet for more details.

3.3 Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At our school, 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 our school, 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 privacy, intellectual property and copyright, and the



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- importance of maintaining their own privacy and security online
- actively educate and remind students of our Positive Behaviour Support framework that outlines our School's values and expected student behaviours, including online behaviours
- have a Student Computer and Mobile Phone 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, Compass portal and information sessions.

All students and parents must sign the Student Computer and Mobile Phone Use Agreement upon enrolment. A copy of the Agreement is printed in the student planner for students and parents/carers to easily access.

It is the responsibility of all staff and 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 Principal 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.

3.4 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.

All employees at our school are required to comply with the school's Social Media Policy.

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.

3.5 Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with our school's:

- Positive Behaviour Support framework;
- Student Computer and Mobile Phone Use Agreement; and
- Bullying and Harassment Policy.



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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), our staff 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 Policy and Positive Behaviour Support framework.

Action will be taken against any student who photographs or films other individuals without their knowledge or permission.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

4. Communication

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

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff induction process
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed with students as appropriate
- Made available in hard copy from school administration upon request

5. Resources

- Student Computer and Mobile Phone Use Agreement
- Student Wellbeing and Engagement Policy
- Computers for Students Program Information

6. Evaluation

This policy will be reviewed every three years as part of the school review cycle or as required by changes to DE&T guidelines.