

Digital Learning Policy

(Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy, please contact seymour.co@education.vic.gov.au .

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 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 Seymour 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:

- Seymour College's Child Safety Code of Conduct www.seymourcollege.vic.edu.au
- [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.

Seymour 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 Seymour College

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

Parents/carers are invited to purchase or lease a device for their child to bring to school. Seymour College has made special arrangements with *Learning and Technologies* who offer discounted prices for the lease or purchase of devices for our students. Seymour 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.

Students are invited 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.

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 our IT department on 577 11 315.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Seymour 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 Seymour 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
- 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 their classroom teacher and IT 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.

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 Seymour College's Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy located at www.seymourcollege.vic.edu.au.

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), Seymour 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.seymourcollege.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 student diaries so that it is easily accessible to parents, carers and students
- 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	23 August 2023
Consultation	School Council
Approved by	Principal
Next scheduled review date	August 2025

Child Safe Standards

“Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College’s Child Safety Code of Conduct is available on the school’s website.”

ICT and the use of digital technologies now play a major role in most aspects of day-to-day life.

To maximize the efficient and productive use of Digital Technologies in the College, each user has a number of Rights and Responsibilities that they should be aware of and adhere to. This agreement sets out those Rights and Responsibilities.

Student Name: _____ Student ID: _____ Home Group: _____

Student Rights & Responsibilities

Note:

The school has the right to monitor access and review all use. This includes personal communications sent and received on computer(s) accessing the school network/internet and/or the network facilities at all times.

Rights:

- ✓ To have access to the College's IT network, hardware (desktops, notebooks and portable devices as determined by the College's policies), supporting equipment (including printers, cameras, etc.) and the software that is appropriate to their studies.
- ✓ To have access to the internet, with filtering appropriate to their year level and studies.
- ✓ To receive IT Technician support for issues relating to connection the college network and internet.
- ✓ To leave devices with a school technician for company pickup/Repair if it was purchased through the schools recommended suppliers.
- ✓ To expect the network to be a safe and secure environment in which to work and learn.

Responsibilities:

- ✓ To ensure that their behaviour does not in any way damage or interfere with the college's network or equipment.
- ✓ To ensure their device is brought to school each day fully charged.
- ✓ To take all reasonable steps to safeguard their personal privacy and the privacy of others. Students should keep their network passwords confidential.
- ✓ To take all reasonable steps to safeguard their personal equipment.
- ✓ To respect the rights of others, and observe correct copyright obligations.

College Rights & Responsibilities

Rights:

- ✓ To expect that all users understand their Rights and adhere to and accept the responsibilities.
- ✓ To deny access to the network and internet for any student who abuses their responsibilities.
- ✓ To manage the level of access to the internet for individual students to maximize the benefit to all members of the college community.
- ✓ To determine which digital devices are suitable for connection to the school's network.

Responsibilities:

- ✓ To take all steps to provide a quick, seamless, responsive and functional IT network and infrastructure, particularly during college hours.
- ✓ To put in place policies and procedures that safeguard user's privacy secures their files, safeguard against illegal, inappropriate or destructive usage and which meet the monitoring requirements of the DET.
- ✓ To provide user support that relates to connection to the college network (including supporting devices such as printers), access to the college's internet services and minor operational issues.
- ✓ To provide support for warranty repairs where a device was brought from one of the school's recommended suppliers.

Consequences

Where a student does not meet their responsibilities and their behaviour relates to:

- ✓ Disruption/damage to the network.
- ✓ Inappropriate use of the network (e.g. viewing inappropriate content, cyber-bullying, gaming in class time, spreading a virus).
- ✓ Damage to college equipment.
- ✓ Theft or damage to devices owned by other students/staff.

The college will impose consequences which include, but are not limited to detention, disconnection from the network, payment for any damage, and suspension. This agreement covers all student devices connected to the network, whether they are personally owned, or supplied by the school through the existing netbook or equity programs.

I understand the rights and responsibilities that I have as a user of the Seymour College IT Network, infrastructure and equipment and agree to be bound by them.

I also agree that I should be uncertain of a particular issue or situation, and whether it meets my Rights and Responsibilities, I will seek clarification from the College.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____