



St. Arnaud Secondary College

Digital Learning Policy

(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
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the College'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 College'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 College follows and implements

SCOPE

This policy applies to all students and staff at St. Arnaud Secondary College and devices whether school owned or BYOD.

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 also follow our College's Acceptable Use Policy.

Staff, volunteers and College councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- St. Arnaud Secondary College 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 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.

St. Arnaud Secondary 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 College'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 St. Arnaud Secondary College

St. Arnaud Secondary College operates a Bring Your Own Device (BYOD) program.

Parents/carers are invited to purchase a device for their child to bring to school. St. Arnaud Secondary 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 must ensure that:

- Is fully charged each morning
- Is brought to school in a protective case
- has at least 256 GB of storage
- operates on OS version Windows less than 2 years old
- 802.11a/ac or dual-band Wi-Fi adapter

For students to have access to the College network all computers will have installed LanSchool software on the hard drive and any other required software deemed necessary by the College to assist in educational outcomes.

Please note that our 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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the office at the College or visit the College website www.starnaudsc.vic.edu.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At St. Arnaud Secondary 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 St. Arnaud Secondary 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 eSmart resources
- 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/College portal and information sessions.

Distribution of College 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 classroom teacher and the Assistant 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.

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 and granted. Where the student activity is [visible to the public](#), it requires consent.

It is against the law to capture video or images of people, including students, teachers and members of the school community without their permission. It is also illegal to stream or upload images onto the web or social media without the person's 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 St. Arnaud Secondary 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), St. Arnaud Secondary

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
- confiscation of device
- 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
- Included in staff induction 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	April 2022
Consultation	Staff
Approved by	Principal
Next scheduled review date [noting that the recommended minimum review cycle for this policy is 1 to 2 years]	2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement



St. Arnaud Secondary College

Computer and Internet Acceptable use policy

The school provides a range of Information and Communication Technology (ICT) equipment so that students and staff have access to computers, curriculum products, online information and communication applications as a routine part of the school's program. Social media sites are not available for student use at school.

The school has an ongoing multistage plan to provide appropriate ICT equipment for students and staff.

All members of the school have the right to use ICT equipment for appropriate educational purposes. However, in return, individuals must share the responsibility for the care of these resources.

In some circumstances students may use their own ICT equipment at school for educational purposes. This student owned equipment and its use is also covered by this agreement as well as school owned equipment. All technology use is at the discretion of the classroom teacher.

CHILD SAFETY

STASC is fully aware of its responsibilities under the **Child Safe Standards** – Ministerial Order 1359 - effective from July 1 2022 and will take all necessary steps to ensure the safety of children.

LEARNING TECHNOLOGY EQUIPMENT USE AGREEMENT

As a student of St Arnaud Secondary College I agree to;

- share responsibility for the careful use of all ICT equipment,
- use all ICT equipment only for appropriate educational purposes,
- follow the guidelines for the use of all ICT equipment,
- not participate in any form of cyber-bullying of any person at all,
- be subject to disciplinary action should I use any equipment in a manner, or for any purposes, other than those agreed to above in 1-4.
- to have access to the College network all computers will have installed LanSchool software on the hard drive and any other software deemed necessary to assist in educational outcomes.
- It is prohibited to enable or run any software or hardware that blocks, hides or masks computer activity while connected to the school's network. This includes VPN programs, personal firewalls or any other system or setting changes designed to hide activity.

GUIDELINES FOR THE USE OF LEARNING TECHNOLOGY EQUIPMENT

COMPUTERS AND DIRECT ATTACHMENTS

- a. These items are to be used only for appropriate educational purposes.
- b. Back up devices such as 'USB storage keys, google drive' must be in good order and kept in a clean dust free container.
- b. Food and drink must not be taken into any designated classroom, nor consumed near any computer equipment.
- d. The use of ICT equipment to tease, harass, offend or bully any person in any way is strictly prohibited. This includes anything that may be considered racist, sexist, pornographic, or in any other way discriminatory or offensive.

THE INTERNET (including all forms of social media accessed by computer, phones, tablets, or any other device)

- a. The Internet is to be used for educational purposes directly related to schoolwork.
- b. Internet research use should be organised and effective in terms of time and cost.
- c. The accessing of any site, that may be considered racist, sexist, pornographic, or in any other way discriminatory, or offensive, is strictly prohibited.
- d. The use of Internet to tease, harass, offend or bully any person in any way is strictly prohibited. This includes anything that may be considered racist, sexist, pornographic, or in any other way discriminatory or offensive.
- e. The publishing of any material, in either soft or hard copy form, to tease, harass, offend or bully any person in any way is strictly prohibited. This includes anything that may be considered racist, sexist, pornographic, or in any other way discriminatory or offensive.
- f. It is against the law to capture video or images of people, including students, teachers and members of the school community without their permission. It is also illegal to stream or upload images onto the web or social media without the person's consent.

E-MAIL

- a. All e-mail must have a meaningful educational purpose directly related to schoolwork.
- b. The use of e-mail to tease, harass, offend or bully any person in any way is strictly prohibited. This includes anything that may be considered racist, sexist, pornographic, or in any other way discriminatory or offensive.

This policy was ratified by School Council in 2022.



St. Arnaud Secondary College Computer, Internet, Mobile Phone Acceptable Use Policy

Please return this page to the Assistant Principal

I have read the '**Computer & Internet Acceptable Use Policy**' and understood the guidelines and the agreement. In signing the agreement I understand that I have the right to use the ICT equipment on the basis that I take on the responsibility to use the ICT equipment as agreed. In particular, I recognise that cyberbullying of any person, in any context, and by any means whatsoever, is absolutely prohibited.

I have read the '**Student Mobile Phone Policy**' and understand that mobile phones and smart watches (that have WiFi or cellular capability) must not be used at school during school hours. At the beginning of the day, any student who brings a mobile phone or smart watch to school will place the item/s in a secured storage container until the end of the day when students can collect them again.

Note. Disciplinary action will be consistent with the schools Discipline plan. As part of the disciplinary action, I understand that I may be restricted in the use of or be required to forfeit my right to use the ICT equipment at school for some period (this may be days, weeks or months). I further understand that any involvement in cyberbullying may result in civil or criminal action being brought against me.

Students Name (Print) _____ Year Level _____

Student Signature _____ Date _____

Parent / Guardian Name (Print) _____

Parent / Guardian _____ Date _____