Digital Learning (Internet, Social Media, Devices) Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact Croydon Community School on 9724 2900

PURPOSE

To ensure that all students and members of the Croydon Community 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 device program
b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and mobile phones)
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 at Croydon Community School.

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 school's Acceptable Use Policy.

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

- Croydon Community School'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)

DEFINITION

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

This school understands that the safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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.

The school believes that the use of digital technologies 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 safely to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Laptops at Croydon Community School

During school hours, students have access to an assigned laptop in the classroom. Laptops and other digital devices foster 21st century learning skills such as collaboration, digital literacy, inquiry and creativity. We believe laptops are a tool to make learning engaging, relevant to the students and are an integral part of preparing our students for the future.

The school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. We request that parents/carers work with us to encourage and promote safe online behaviour at all times.

An "Acceptable Use Agreement" must be signed and returned to the school as soon as possible. Please refer to Appendix A.

Personal Devices at Croydon Community School

Due to the school providing laptops for students to use at Croydon Community School, there is no need for students to bring personal devices to school. Staff will work with students who have specific digital technology requirements and supply equipment if necessary.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Croydon Community 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 Croydon Community 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 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 [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.

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 the school's *Statement of Values & Philosophy, Student Wellbeing & Engagement Policy* and the *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), the school will institute a staged response, consistent with our policies and the Department's *Student Wellbeing and Engagement Guidelines.*

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
- the loss of computer 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:

- 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 handbook
- Sent to school community via Newsletter/Compass Newsfeed

FURTHER INFORMATION AND RESOURCES

References:

https://www2.education.vic.gov.au/pal/digital-learning/policy

Please refer also to the school's:

- Mobile Devices Use by Students
- Photographing, Filming and Recording Students Policy

This policy will be published on the Croydon Community School website.

REVIEW CYCLE

Policy last reviewed	August 2023
School Council	N/A
Approved by	Principal, Bronwyn Harcourt
Next scheduled review date	August 2025

School profile statement

At Croydon Community School 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 Wellbeing and Engagement Policy** that outlines our School's values of HEART (Honesty, Excellence, Acceptance, Responsibility and Thankfulness) 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;
- 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)
- 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 (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)

Acceptable Use Agreement

Bully Stoppers.
Make a stand. Lend a hand.

Student declaration

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.

In addition, I acknowledge that I am not allowed to use my mobile phone at school during class time or to be mean to others. If it is essential that I carry one from home, I agree to:

- Keeping my device switched off or on silent during the school day.
- Not taking or sharing photographs or sound or video recordings at any time when others have not provided their formal consent.

1-to-1 devices - considerations for inclusion

- Ownership and insurance
- DAMAGE OR LOSS OF EQUIPMENT
- USER RESPONSIBILITIES
- USE AT HOME/ SCHOOL SUPPORT
- SOFTWARE / APP UPDATES AND PROCESSES

OWNERSHIP AND INSURANCE

As part of the programs at Croydon Community School students are provided with access to a laptop computer to assist them with their individualised learning at school. The school has leased the laptops on behalf of students and the cost is fully funded within the curriculum contributions/user pays basis paid by families for the year. In this way we can provide a fully supported environment where students can personalise the software and most settings on the laptop to suit their individual learning style and requirements, whilst also having a high-quality device for research and work completion. As the laptops are leased by the school, they are covered under the school's insurance arrangements.

DAMAGE OR LOSS OF EQUIPMENT

The laptops are leased with a 3-year warranty, ensuring that any faults can be rectified promptly but this does not cover damage of any kind. Where damage occurs to any laptop and is the fault of an individual, both deliberate and accidental, that individual is responsible for paying for the cost of repairs. A list of repair costs is available from the school on request.

The school has an obligation to our leasing company to ensure all laptops are always kept in good working order and condition. Faults or damage must be reported to the IT Manager as soon as they are noticed. In the event of damage caused by an individual, if a repair is required the IT Manager will arrange this and an invoice will be sent to the Parent/Carer to the value of the cost of the repairs as incurred by the school. If a student believes another student is responsible for damaging their allocated laptop, this should be reported to the supervising teacher for investigation. Subject to availability, a temporary laptop may be provided to the student whilst their allocated laptop is undergoing repair, or they may be required to use a shared classroom desktop computer.

Acceptable Use Agreement

USER RESPONSIBILITIES

- Personalisation of the software and most settings on the laptop is permitted however the actual laptop or its physical appearance must not be altered in any way. This includes the protective skin and any school applied identification labels or barcodes. Irreversible alterations will be considered as damage and the student will be liable for any costs incurred by the school in returning the laptop to its original physical condition. This includes graffiti and scratches.
- It is the responsibility of the student to always know where their allocated laptop is. When not in use the laptop should be locked in the laptop trolley located in the Advisory classroom. If a student must leave the classroom for a short period of time, the laptop should be left with the supervising teacher or a trusted adult if it is not possible or practical to return it to the trolley. <u>A laptop must never be left unattended</u>.
- Unless collaborating with another student, students must only use their allocated laptop or the shared classroom desktop computer.
- The laptop must not leave the school unless there is a separate signed agreement with the school to do so. Anyone found to have taken a laptop home without agreement from the school will be liable for the full replacement cost of that laptop as the school has an obligation to our leasing company to replace it if it is not returned. Police will be notified if the school believes theft has occurred.
- Students must never attempt to remove charging adapters from the laptop trolleys as this can cause damage and create an electrical hazard. Students should ensure their allocated laptop is returned to the trolley for charging after each use.
- It is the responsibility of the student to supply peripherals (e.g., wired, or wireless mouse) if desired. These will only be supplied by the school if it is a requirement of a particular class.
- Students should ensure at all times that schoolwork is saved in their H: drive (*on the school sever*) or their OneDrive (*provided as part of the Microsoft Office 365 cloud service*). School work saved elsewhere is not protected by the school and will most likely be removed from the laptop during routine upgrades and maintenance. Students may wish to provide their own external hard drive or USB flash drive to make a secondary copy.

USE AT HOME

The school provided laptops are not intended for use away from the school except in circumstances where there is an essential educational requirement. In these circumstances a separate agreement will be entered into between the student, parent/carer, and the school. These typically include where the student is attending TAFE and there is a course requirement to have a laptop computer, or if the student is undertaking an internship.

SOFTWARE / APP UPDATES AND PROCESSES

Software installed by the school (management or curriculum) must not be removed or tampered with in any way. Students may add and remove any additional software that is helpful to their learning, provided it does not breach any School or Department policies, software license agreements and is rated PG or below. Software not pre-installed by the school will be removed from the allocated laptop during routine upgrades and maintenance and will need to be reinstalled.

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: _____