

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 the school on [\(03\) 9703 1266](tel:0397031266) who will organise an interpreter.

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 Bring your own device (BYOD) 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

Scope

This policy applies to all students and staff at Hallam Senior 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:

- [Hallam Senior 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)

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.

Hallam Senior 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 Hallam Senior College

Hallam Senior College utilises a variety of computer technologies such as Microsoft Office 365 and Compass in the classroom. Students are strongly encouraged to participate in the Bring Your Own Device Program (BYOD) offered by the College to maximise their learning potential and opportunities.

The BYOD Program enables students to bring their own device to school each day to be used in the classroom to support their education. ***Please note: A mobile phone is not considered a suitable or effective device for learning in classrooms.***

Purchasing a device

To help support students to participate in the BYOD Program, Hallam Senior College has selected Edunet, a specialised computer reseller that excels at supporting educational devices for students. Edunet have built customised purchasing portals for our College and we have worked together to select a number of devices that we consider the best option for students attending our College. The devices on the portal were selected based on several criteria; ruggedness, size and weight, internal hardware, price, battery life and supportability for the life cycle of the device. The portal also simplifies the purchasing process for parents.

There are three portals corresponding to each year level available at the College. Parents will need to select their child’s starting year level at the College and enter the appropriate access code. Each portal will then present devices that have warranty and insurance options for the duration of their child’s education at the College.

Devices purchased via Edunet include a package of IT Support, onsite warranty repairs and software deployment, and setup. The Devices also come ready for school with Microsoft Windows, Microsoft Office and the Department of Education's EduSTAR Secondary College application suite. To simplify delivery, parents and students will receive an SMS notifying when they can collect the device directly from the College.

Protecting the device

Edunet also offers Accidental Damage Repair Insurance and Protection at time of purchase. This helps protect the device against mishaps that may occur and can help you ensure your child's device remains in excellent working order for their duration at the College. Parents are also encouraged to purchase a protective case for the device. These are available on the portal at time of purchase.

Financial hardship

We understand that purchasing a device is a significant investment for some families. Further information regarding interest-free financing via Casey North Community network can be found in the 'BYOD – Parent Info Pack'.

Loan Devices

We also understand that students sometimes have issues with their device. To support the BYOD Program, Hallam Senior College has invested in a limited number of devices that are available for loan each day from the College library. For students to be able to borrow a device they will need to have consent from their parent or guardian. These forms are available from the library. Any damage or loss to the device will be the parent's responsibility. Costing for repair or replacement are detailed in the form.

Parent Information pack

For all the information you need, please download the 'BYOD – Parent Info Pack' for further information regarding

- Device requirements
- Getting a Device (4 options available including accessing the Edunet Portal)
- Preparing your device for school
- Using the device
- Technical support procedures

Acceptable Use

The Acceptable Use Agreement sets out the expectations for safe use of the school network and use of internet while at school. It is there as a protection for all students. Students must sign the agreement and follow the guidelines to access the College's digital resources. Students who are in breach of the Acceptable Use Agreement may lose their right to bring or use their device at school.

For further information regarding Acceptable Use please refer to the 'Acceptable Use Agreement' (Annexure A in this document and also available on the College website).

Disclaimer

Purchases made through the Edunet portal are private financial transactions between you and Edunet. Hallam Senior College does not receive any commission or other benefit for your purchase via the portal.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Hallam Senior 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 Hallam Senior College, we:

- Use online resources and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- Restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- Supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including use of online resources and digital tools
- Educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school
- Use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, 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 to block access to inappropriate content and a tracking service to identify misuse or suspected misuse of network resources
- Use a tracking system to identify on-line activity that may result in potential student safety and wellbeing issues (Cyberhound)
- Provide on line options for notifying the college about bullying and harassment (Stymie)
- Refer suspected illegal online acts to the relevant law enforcement authority for investigation
- Support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets
- Abide by the Acceptable Use Agreement at all times when using digital technologies.

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. There are only a very limited number of devices available for day loan subject to the conditions outlined on the borrowing form.

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 [Hallam Senior 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), Hallam Senior 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
- 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	June 2022
Consultation	School Council Term 3 2022
Approved by	Principal and School Council
Next scheduled review date	June 2024

ANNEXURE A: Acceptable Use Agreement

Acceptable Use Agreement

You can find our Acceptable Use Agreement by accessing our school website [here](#).