

Digital Learning Policy

(Internet, Social Media and Digital Devices)

RATIONALE

Yarrowonga College P-12 endeavours to provide an environment where students safely integrate new technologies into their learning to communicate, collaborate, create, connect and apply critical thinking. We are an eSmart school and through the implementation of the eSmart Schools Framework, Yarrowonga College P-12 ensures the safe and responsible use of digital technologies. The Digital Learning Policy establishes an agreed set of protocols through linked related policies. It endeavours to set out an agreed set of principles for staff and students to model respectful behaviour and appropriate use of technology in their everyday practice.

The Digital Learning Policy lays out actions to ensure not only the safe and responsible use of technology within the College, but also through to families and the broader community. Yarrowonga College P-12 encourages a respectful online culture. Through teaching and learning programs the College provides practical knowledge to encourage responsible use of technology, particularly in regards to maintaining a safe and secure online identity through social media, respectful online behaviour, copyright laws, and privacy. Within the College and broader community, digital devices and communication are at the forefront of daily routine and therefore, community cooperation towards cyber-safety is vital.

SCOPE

This policy affects the active staff and students at Yarrowonga College P-12, across all campuses. This includes Teaching Staff, Administration, Education Support Staff and Students.

Students are required to follow the Yarrowonga College P-12 Acceptable Use Agreement (see Appendix 1).

Staff use of technology is also governed by the following Department of Education 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:

- Child Safety Code of Conduct Policy
- [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)

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

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- (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 of Education 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

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 of Education-provided software and locally sourced devices, tools and systems.

Device - Laptop and desktop computers, tablet, smartphone or other peripheral devices used to create store or share content.

AUA - Acceptable Use Agreement - Specific to sub-schools, P-4 and 5-12, is the agreed set of values and actions to determine online behaviour and use of ICT.

Illegal Content - Content including pirated media or software, certain types of pornography deemed against the law, or applications used to access.

Cyber-safety refers to the safe use of the internet and ICT equipment/devices including mobile phones.

Cyberbullying is when an individual, or group, use the internet, mobile phones, or other technologies to intentionally hurt another person or group of people. Cyber-bullying is often covert bullying.

Digital Literacy is the ability to locate, organise, understand, evaluate, and create information using digital technology. It involves a working knowledge of current technology, and an understanding of how it can be used. Digitally literate people can communicate and work efficiently with a wide range of technologies.

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.

Yarrowonga College P-12 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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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 Yarrowonga College P-12

Yarrowonga College P-12 operates a Bring Your Own Laptop (BYOL) program. Students in Years 7-12 are required to have access to a laptop computer for classes, in-line with the College eLearning Vision. Students will be expected to use their own computer for classes to manage their learning. Laptops can be purchased/sourced independently, or through the College BYOL Portal with CompNow. More information is available on the College website- <https://yarrawonga.vic.edu.au/e-learning/>

Students are required 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
- Meets the minimum specifications for Bring Your Own Laptop: https://yarrawonga.vic.edu.au/wp-content/uploads/2022/02/BYOL-2022_1.pdf

Families will be responsible for warranty, insurance, and maintenance of the laptop. Unfortunately, College technicians are not available to perform maintenance on BYOL devices.

If parents are unable to provide a laptop for their child, they are encouraged to meet with the relevant Year Level Coordinator to discuss options or other support. If students will be without their BYOL laptop for classes while their device is being repaired, they can apply to rent one on a temporary basis from the College library.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Yarrowonga P-12, 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 Yarrowonga College P-12, 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 with digital technologies that have the potential to impact on the wellbeing of our students
- have age-appropriate programs in place to educate our students to be safe, responsible and discerning users of digital technologies, including, participating in eSmart week, visits from the Police Liaison Officer, Year 5-6 digital licences and targeted educational programs in Pastoral Care and Pathways classes.
- 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 Wellbeing and Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours

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- have an Acceptable Use Agreement (Appendix 1) 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 and on our school website.

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 (See Appendix 1)

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 E-Learning Specialist.

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 of Education'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 of Education'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 of Education 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.

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Expectations for the Safe And Appropriate Use Of Digital Technologies

Prevention

- Students and teachers will be made aware of our school's Digital Learning Policy which supports the Child Safe Standards.
- As part of their regular practice teachers model smart, safe and responsible use of information and communications technologies to demonstrate a consistent message to students.
- The College will support staff and students to develop their skills in Digital Literacy and Cybersafety
- The College will participate in National eSmart Week to encourage awareness of Cyber-related issues in the school community.
- Acceptable Use Agreements will be signed by parents and students upon enrolment at Yarrowonga College P-12, at subsequent Year Level transitions and at AUA Updates.
- Each teacher will clarify with students at the start of each year the school policies in relation to bullying, cyber safety and eSmart guidelines.
- The College will provide a filtered Internet service to assist access to appropriate content for education purposes, and restrict access to inappropriate content.

Staff Expectations

- Staff must abide by the DE AUA <https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview>
- Staff are to provide explicit education around the safe and ethical use of the internet and digital technologies.
- Staff are to model and teach eSmart principles for the safe and responsible use of technology, as part of their classroom curriculum.
- Staff are to ensure that students adhere to the relevant P-4 or 5-12 Acceptable Use Agreements by actively monitoring student use of devices and ICT resources. They must document and report any breaches of the AUA through COMPASS and follow through with consequences when required, in line with the College's Student Engagement and Wellbeing Policy
- Staff are expected to report all cases of cyberbullying which come to their attention, using eSmart Incident Report in COMPASS CHRONICLE, with a copy of evidence attached (if applicable), with a follow-up email or personal meeting with the relevant YLC or Campus Leadership staff member.
- Staff need to be aware of, and adhere to copyright legislation, ensuring they set a good example to students.

Parent/Guardian Expectations

- Parents/guardians need to be aware of the school's Digital Learning policy, enabling them to support the school's cyber-safety guidelines.

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- Parents/guardians should assist their child to abide by the Acceptable Use Agreement
- Parents/guardians are aware of (and support) the ICT related policies of the College

Parents/guardians are expected to report any incidents of cyberbullying or unsafe cyber activity to the Campus Principals or College Principal. It is also recommended that parents follow the steps outlined by DE on the following website, under 'What can I do if my child is being cyberbullied'.

<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/advisesheetcyber.aspx#link76>

Student Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Yarrowonga College P-12's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

- Students must follow the Digital Learning policy (including related documents)
- Students must abide by the applicable Acceptable Use Agreement and ICT Usage Policy
- Students should be aware of, and abide by, the College Student Engagement and Wellbeing Policy procedures.
- Students should report any incidents of cyberbullying or unsafe cyber activity to parents and/or Yarrowonga College P-12 staff.

If 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), Yarrowonga College P-12 will institute a staged response, consistent with our Student Engagement and Wellbeing Policy and our Bullying Prevention Policy.

Breaches of the College Digital Learning Policy will be dealt with on an individual basis depending on the level of incident and patterns of behaviour, in-line with the College Student Wellbeing and Engagement Policy. Breaches can result in a number of consequences which will depend on the severity of the breach and the context of the situation.

Consequences may include:

- *Restriction of Internet access for designated period*
- *Restriction of network access for designated period*
- *Parent contact home*
- *Restorative Chat*
- *Red Card Process*
- *Suspension*
- *Police Referral*

INTERVENTION

- Encourage students and staff to report cyber-bullying incidents involving themselves or others.
- Regular monitoring of student use of College computer networks to identify potential problems.

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- Parents will be contacted if the College becomes aware of cyber-bullying incidents
- All incidents or allegations will be fully investigated and documented via COMPASS and parents/carers informed
- Counselling and support will be provided to all persons affected by a cyber-bullying incident
- Consequences will be implemented, consistent with the College Student Wellbeing and Engagement Policy.

RELATED POLICIES AND AGREEMENTS

- *YCP12 Acceptable Use Agreement*
- *Staff ICT Acceptable Use Policy (DE)*
- *Privacy Policy*
- *Bullying Prevention Policy*
- *Student Engagement & Wellbeing Policy*

RESOURCES

- Office of the Children's eSafety Commissioner – www.esafety.gov.au
- eSmart School Program -The Alannah and Madeline Foundation www.esmartschools.org.au
- Department of Education www.education.vic.gov.au

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 parent information nights/sessions
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	May 2023- School Council meeting and on the College website for the wider school community
Approved by	College Principal
Next scheduled review date	May 2025

APPENDICES

Appendix 1- Prep – Year 12 ICT Acceptable Use Agreement

PROFILE STATEMENT

At Yarrowonga College P-12, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior
- From 1 August 2016, we have a '**Child Safe Standards**' to achieve a zero-tolerance approach to child abuse, supporting a safe environment for children online. Linking with responding to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
 - [Bullystoppers Duty of Care and Supervision](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and The Office of The Children's eSafety Commissioner:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

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- [Parents Cybersafety guide](https://esafety.gov.au/education-resources/iparent) (<https://esafety.gov.au/education-resources/iparent>)

Prep to Year 4: Safe and Responsible behaviour as a student using digital technologies

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
- I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent and classroom teacher.
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital

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technologies and the internet.

Year 5 to 12

1-TO-1 SCHOOL OWNED DEVICES

Ownership

- The school retains ownership of the device until the student completes Year 12. At this time ownership of the device will be determined by the school.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school prior to completing Year 12 or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

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Year 5 to 12

1-TO-1 PERSONAL DEVICES

Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

Software and Access

- The school will provide access to some software and applications through [eduStar](http://www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx) (www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx.) There is no cost for this access.
- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be installed.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.

School Support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.
- The school has a limited supply of devices available to rent on a temporary basis from the College Library whilst repair/replacement processes are undertaken. Details are available from the College website, or the eLearning Coordinator. These devices are College owned and must be returned to the Library at the end of each day.

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Year 5 to 12

User responsibilities

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection
- backing up data securely
- carrying their device in an appropriate protective case at all times
- maintaining the security of their device and storing it in a secured locker during the school day
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom

Year 5 to 12

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 writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log

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into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of school times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

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Prep to 12 Student Agreement

ACKNOWLEDGEMENT

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vodcast and podcasts
- video conferences and web conferences
- external storage devices and cloud storage services

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

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:	
School Name:	Yarrowonga College P-12
School Contact Name:	Tim Phillips – eLearning Specialist
School Contact no:	(03) 5744 1751
Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	