Digital Learning (Internet, Social Media and Digital Devices) Policy

1. Summary

Table 1 - Document details

Publication date	February 2023
Review date	February 2025
Related legislation/applicable section of legislation	Common law duty of care
Related policies, procedures, guidelines, standards, frameworks	The Department's Policy and Advisory Library (PAL): o [Digital Learning in Schools](#) o [Social Media Use to Support Student Learning](#) RSC's Statement of Values RSC's Student Wellbeing and Engagement Policy RSC's Bullying Prevention policy.
Approved by	School Council
Approval date	February 2023
Version	2.0

Help for non-English speakers

If you need help to understand the information in this policy please contact the College on 9755 4555.

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2. 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)

(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 while they are using digital technologies

3. Scope

This policy applies to all students and staff at Rowville Secondary 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 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:

- Rowville Secondary 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)

4. 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.

5. Policy

Rowville Secondary College understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. The use of digital technologies is also a mandated component of the Victorian Curriculum F-10.

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.

Rowville 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 school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

5.1 Personal Devices at Rowville Secondary College (BYOD)

Classes at Rowville Secondary College are delivered with the use of laptops. Students must bring a charged laptop to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased device with them to school each day. Rowville Secondary College has special arrangements with JB Hi-Fi that offers discounted prices for purchase of laptops for Rowville Secondary College students.

Minimum specifications for laptops are outlined on the College website and also in the iPad information booklet.

Please note that our school does not have insurance to cover loss, damage or theft of students' devices, and parents/carers are encouraged to consider obtaining their own insurance for their child's device.

Rowville Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Wellbeing Office at their respective campus.

5.2 Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Rowville Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Rowville 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 to specific purposes 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
- 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 College'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 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
- 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.

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 members of the school community 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 Learning Mentor, immediately. Students should not intentionally access, interfere with, copy, move or delete other users' individual or shared files from the College network. Students must not install or store inappropriate or illegal software on their device or on the College network. File sharing between users' devices over the network can be a security risk, and users should avoid allowing others to access their device.

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.

5.3 Office 365

Students and staff at the College will have access to the Office 365 suite, including common Microsoft Office applications as well as Microsoft OneDrive. Students and staff may only use their OneDrive for school related content. Under no circumstances are students and staff allowed to use their OneDrive for storage of sensitive or personal information and or inappropriate content. The use of Office 365 is governed by this policy and students must use it appropriately at all times.

5.4 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.

5.5 Email Usage

When users communicate via email, their communications should be positive in nature, and appropriate language should be used at all times. Users should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature. During class time, students should make sure they have the teacher's permission to use email. Users must not send unsolicited email to multiple recipients. Users must not email games or game installation files to others. Users should take care to monitor the total size of their mailbox and take steps to maintain their data within the allowed storage limits.

5.6 Safe storage and backup

All users of the College network must take responsibility for the backup of their data. Users are provided with storage space on the College network to make a backup of their data. Users should regularly backup to the network, or to CD, DVD or USB storage, or any another medium outside their device. Users should not use their space on the College network to store personal files such as music, pictures, videos, games, etc. Users should monitor the total size of their network folder and maintain data within the allowed storage limits. The College will not be responsible for any data stored outside users personal network storage folders.

5.7 Care and Responsibility

All digital devices (Personal or College owned) are to be handled with due care and respect. With acceptance of the College Acceptable Use Agreement, users agree to take responsibility for the care of devices before, during and after school hours (including in-between class time).

Damage to College ICT equipment caused by neglect or improper use could, in certain cases, result in charged expenses to the user directly.

5.8 Technical Support

On-site technical support for the College network is provided by the IT Support Team who is responsible for the day-to-day maintenance of the network infrastructure as well as for all hardware and software owned by the College.

Personal owned devices purchased through the College's Provided Purchasing Portal will receive assistance from the College IT Support Team. Support will vary depending on selected warranties and insurance options.

Personal owned devices not purchased through the College's Provided Purchasing Portal will be required to seek alternative technical support. Families should check the details of their personal warranties and insurance coverage.

5.9 Non-Liability

The College does not accept liability for any loss, damage or theft of any device. The College does not accept liability for any loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors, omissions or consequences. The College is not responsible for the accuracy or quality of information obtained through the network. The College is not responsible for any inappropriate content the users acquire outside the College network.

5.10 Student behavioural expectations

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

Use of Digital Technologies at the College by students is governed by the Acceptable Use Policy that students and parents/carers agree to for use of ICT within the College. Parents/carers are requested to familiarise themselves with the Acceptable Use Policy to further support their adherence outside of the College environment.

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), Rowville Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion 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
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

5.11   Breach of Policy

All staff members have the responsibility to advise College Leaders that a user has breached the terms and conditions set out in the ICT Policy and Acceptable Use Agreement.

6.   Monitoring, evaluation and review

The College reserves the right to amend or delete any part of this Policy at any point in time.

This policy was last updated in February 2023 and is scheduled for review in February 2025.

APPENDIX 1: Acceptable Use Agreement

Rowville Secondary College Acceptable Use Agreement

Applies when using any ICT device at Rowville Secondary College

Rowville Secondary College's ICT facilities exist to provide access to educational resources. All users are expected to use common sense and decency with regard to all provided ICT facilities. In addition to having a signed Acceptable Use Agreement through the School, all users will have to comply with the Acceptable Use Policy for DET Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws. The Acceptable Use Policy for DET is available at http://www.education.vic.gov.au/aup

In order to comply with Rowville Secondary College's Acceptable Use Agreement, you must comply with the following responsibilities and restrictions. Infringement will mean cancellation of network privileges for a period of time and additional disciplinary action may also be taken.

I acknowledge and assume responsibility for

- using the device in accordance with school rules, policies and procedures as well as expected standards.
- being a safe, responsible and ethical user at all times.
- all digital content stored on my device.
- using the internet for educational purposes and the equipment properly.
- accepting the terms and conditions of websites and online communities.
- ensuring the safety of my device at all time (including recess and lunch).
- abiding by copyright procedures when using content on websites (asking permission to use images, text, audio and video and cite references where necessary).
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- any consequences that arise from my use of technology.
- having my device fully charged while at School.

I understand that

- I may be instructed to delete apps if I use them inappropriately while at school or in class.
- I am not permitted to have content on my device that is inappropriate for school.

•   I will ensure there is always space on my device for the storage of school-related files.

•   teachers may remove my device if I use it inappropriately during class.

I will

•   talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

•   use social networking sites for educational purposes and only as directed by teachers.

•   protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

•   protect the privacy of others and never post or forward private information about another person.

•   only take photos and record sound or video when it is part of an approved lesson.

•   seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).

•   seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.

•   be respectful in the photos I take or video I capture and never use these as a tool for bullying.

•   support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

•   think critically about other users' intellectual property and how I use content posted on the internet.

•   have all the required and recommended applications before they are required in class.

•   keep any device on silent during class times and only make or answer calls and messages outside of lesson times - except for approved learning purposes.

•   safely store my device in my locker outside of class time.

I will not

•   interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student, this includes telling anyone else my password or allowing them to access my account.

•   reveal or share my password to anyone except the system administrator or the teacher.

•   Play games on my device or download any unauthorized programs at school.

- bring, store, transfer, download or display offensive or inappropriate material at school.
- Interfere with others' use of technology.
- be able to charge my device in class or at school.
- use my device at recess and lunch.

This Acceptable Use Agreement also applies during school excursions, camps and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly and ethically.

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Student and Parent/Guardian Acknowledgement
I acknowledge that I have read the Rowville Secondary College's Acceptable Use Agreement and hereby agree to its terms and conditions. I understand that if I violate any policy or portion thereof, I will be subject to disciplinary action at the discretion of the School administration.

Student Name: _____

Signature: _____

Date: _____

Terms and Conditions you accept as a Rowville Secondary College parent/guardian

I understand that
- I am responsible for monitoring my child's use of technology outside of Rowville Secondary College.
- I am responsible for whatever my child does on any device that he/she might carry to school.
- This agreement may be subject to review.

I have discussed the terms of this Agreement and the rules with my child. I hereby request that my child be allowed access to the Rowville Secondary College's ICT facilities.

Parent/Guardian Name: _____

Signature: _____

Date: _____