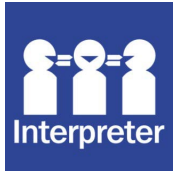


DIGITAL LEARNING (internet, social media and digital devices)



Help for non-English speakers

If you need help to understand this policy, please contact the school directly

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 (our 1-to-1 personal device program)
- (b) media, and digital devices (including computers, laptops, tablets, 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 and staff at Alkira Secondary College, inclusive of the Colleges Student Acceptable Use policy.

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:

- Alkira 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)

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.

Alkira 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 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 Alkira Secondary College

Alkira Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of BYOD devices and at times school owned notebook devices or desktop computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Alkira Secondary College has made special arrangements with EDUNET who offer discounted prices for the purchase of devices for our students. Alkira 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 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 should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has at storage appropriate for their daily activities
- it use falls into line with the college’s student acceptable use policy

Please note that our school 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 go to the school website or call EDUNET on (03) 9708 8700 or email portal@edunet.com.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Alkira Secondary 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 Alkira Secondary College, we:

- use Departmental advised/supplied online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred e.g. EdRolo, Education Perfect, Compass, Adobe Office 365
- 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 an induction program for all new Year 7 students as part of our transition process
- 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 a Student Acceptable Use Policy which outlines the expectations of students when using digital technologies for their schoolwork. Students are required to read and acknowledge this
- 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 Policy.

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 a trusted staff member or adult (parent/guardian etc.)

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 Alkira 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), Alkira Secondary 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 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	September 2022
Consultation	School Council on 8 th September 2022 Student Forum on 1 st September 2022
Approved by	Principal and School Council
Next scheduled review date	September 2024

Acceptable Use Agreement

Student Acceptable Use Agreement

Alkira 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.

This Acceptable User Agreement also applies when digital technologies, inclusive of 1-1 devices, are being used at school, during school excursions, at camps and extra-curricular activities and at home.

At Alkira Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This **'Acceptable User Agreement Form'** outlines the College'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.

This Acceptable User Agreement also applies when digital technologies, **inclusive of 1-1 devices**, are being used at school, during school excursions, at camps and extra-curricular activities and at home.

Alkira Secondary College Declaration:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct.
- Through our curriculum and PC program there are aspects of education in place to support 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 in the classroom.
- 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 to insure that we are undertaking our duty of care.
- 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; including the education suite provided by the department and school e.g. EdRolo, Education Perfect, Compass, Adobe Office 365
- Address issues or incidents that have the potential to impact on the wellbeing of our students.
- Aim to ensure that information published on the Internet by students or the College is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- Support parents and care-givers 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](#)

Student Declaration

When I use digital technologies (including mobiles) 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, images, passwords – nor making them visible/accessible to others
- Remembering to change my password regularly or when prompted to so as to maintain my security
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Understanding that I will be held responsible for all activity that occurs under my log-in and password
- Understanding that any use of the Alkira logo (inclusive of tagging images etc.) in a non-school related matter will be deemed a breach of our acceptable use policy (includes after-school hours)
- Nor attempting to log into the network with a user name or password of another student or share my device
- Talk 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
- Handling school ICT/technologies/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 using VPN or By-pass Proxy software Note: there will be consequences for using such software
- For Department of education or school owned devices loaned to students for use at home must be used for educational purpose only

In addition, I understand that the use of my personal mobile phone is restricted during hours at school and if used under the direction of a staff member only, for any reason during this time then I agree to be a safe, responsible and ethical by:

- Keeping my device on silent during school time and in my locker
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson

- Outside of start of school day and the end I can use my phone, but if it is used to support any online bullying or anti-school based behaviours the college can and will take action

PARENTS/STUDENTS ONLY NEED TO RETURN TO THE COLLEGE THE FOLLOWING PAGE

Mobile Phone Information

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones **must not be used during school hours**; including lunchtime and recess, unless an exception has been granted. Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner. For the purpose of this policy, 'mobile phone' refers to mobile phones and **any device** that may connect to or have a similar functionality to a mobile phone; **such as smart watches**.

Alkira College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school; however, the following will apply if this choice is undertaken-

- Students who choose to bring mobile phones to school must have them switched off and securely stored within their locker, during school hours.
- All students will be allocated a locker and a school supplied lock. All lockers must be securely locked, at all times. Mobile phones brought onto school premises during school hours must be stored in this facility. It is the individual student's responsibility to ensure that this locker is locked at all times.
- The College will consider the use of student air pods or equivalent during school hours as a breach of the College's mobile phone policy
- Exceptions to this policy may be applied if certain conditions are met (see website for mobile phone policy)
- When emergencies occur, parents or carers must reach their child by calling the school's office.

Secure storage

Mobile phones owned by students at Alkira College are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. **Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.**

Administration / Enforcement of Mobile Phone Policy

At Alkira College, inappropriate use of mobile phones is **any use during school class hours** (unless an exception has been granted), and particularly the use of a mobile phone which:

- Used in any way disrupts the learning of others.
- Used to send inappropriate, harassing or threatening messages or phone calls to engage in inappropriate social media use including cyber bullying.
- Used to capture video or images of people, including students, teachers and members of the school community without their permission.
- Used to capture video or images in the school toilets, changing rooms and all other learning spaces
- Used during exams and assessments.

Students who use their personal mobile phones inappropriately at Alkira College will be issued with consequences consistent with our school's management strategies. *It is worth noting that staff and students were included in the formation of our enforcement system.* Alkira College's enforcement of this policy will comply with the Department's *Ban, Search and Seize Harmful Items Policy*, relating to 'other items', which

states that staff ... **“should instruct the student to hand over the item(s) and if the student refuses to hand over the items, implement the relevant disciplinary provision within the student code of conduct.”**

Camps, excursions and extra-curricular activities

Alkira College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events; including personal mobile phones. The College will determine this in line with Risk Assessment Planning documentation, on a case by case basis. Staff are responsible for informing students prior to any camp, excursion and/or extra-curricular activities the guidelines around mobile phone use, if any. School rules apply as per normal on any of the activities inclusive of the mobile phone ban.



Alkira
Secondary College

Personalised learning for all. Respect for the individual learner.

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(Previous Pages – Parent/Student to keep)

Acceptable Use Agreement

By signing this page parents/guardians and students are acknowledging the following:

We understand and agree to comply with the terms of acceptable user agreement and expected standards of behavior set out within this agreement

We understand that there are actions and consequences established within the school's Student Engagement Policy and other related policies if I do not behave appropriately

We understand the College will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material

We consent to the use of student names in corresponding with others (staff and students) in an educational context using the College requested email platform and the College provided email address

We understand that any digital device brought into the College also must comply with all aspects of the acceptable user agreement form and other related policies

We understand that this 'Acceptable User Agreement Form' should be read in conjunction with other related College policies which are available on our College Website - such as our 'Digital Technologies Policy'

We understand that the College reserves the right to inspect any devices brought to school to perform/carry out random security audits. Note: where inappropriate content(s)/programs are found, the device may be retained for a discussion to be held with a member of the Principal Team and/or the student device will be re-imaged by the College's IT Team and/or a student's parent will be contacted

We understand that by signing this 'Acceptable User Agreement Form' it covers the period of enrolment for each student enrolled in their time at Alkira Secondary College and is not required to be signed yearly

What if this form is not signed?

The student will **not be** provided with a student email, connection to the network / use of any College based IT equipment that requires connection to the network.

Student Name	
Student signature	
Parent/Guardian name	
Parent/Guardian signature	
Date	