

# Alkira Secondary College

## 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 on 03 5991 3500 or [alkira.sc@education.vic.gov.au](mailto:alkira.sc@education.vic.gov.au).

## 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) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, smart watches)
- (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’s 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](mailto: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, Microsoft Teams
- 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

## FURTHER INFORMATION and resources

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	School Council October 2024 Student Forum on 19 <sup>th</sup> August 2024 Parent Policy Advisory Committee June/July/August 2024
Approved by	Principal and School Council
Next scheduled review date	October 2026










# Digital Technology Agreement at *Alkira Secondary College*

## Information for parents

### Our commitment to the responsible use of digital technology

At *Alkira Secondary College* we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

### What we do






	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"><li>• We have clear expectations about appropriate conduct using digital technologies.</li><li>• Our <a href="#">Mobile Phone Policy</a> outlines our school's expectations relating to students using mobile phones during school hours.</li><li>• We have clear and appropriate consequences when students breach these expectations, in line with our <a href="#">Student Wellbeing and Engagement Policy</a>.</li></ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"><li>• We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li></ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"><li>• We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li></ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"><li>• We provide access to educational software for students to use. - Microsoft Office 365, Adobe Suite, EdRolo, EdPerfect, Google Education Suite We create student email accounts which are non-identifiable.</li></ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"><li>• We supervise students using digital technologies in the classroom, consistent with our duty of care.</li><li>• We use clear protocols and procedures to protect students working in online spaces as instructed by DE measures.</li></ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"><li>• We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li><li>• We may access and monitor messages and files sent or saved on our network, if necessary and appropriate.</li><li>• VPN is prohibited: When detected a process is followed</li></ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"><li>• We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li><li>• We refer suspected illegal online acts to the police.</li></ul>



# Digital Technology at Alkira Secondary College

## How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>• <b>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:</b> <ul style="list-style-type: none"> <li>○ Requiring devices to be used in a common area, such as a living room or study area</li> <li>○ Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>• <b>Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.</b></li> <li>• <b>Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</b></li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>• <b>Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.</b></li> <li>• <b>Encourage your child to talk to you or another trusted adult if they feel unsafe online.</b></li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>• <b>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.</b></li> <li>• <b>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</b></li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>• <b>Let your child's teacher know about concerns you have regarding their technology use</b></li> <li>• <b>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</b></li> </ul>

*\*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:*

- *no more than 2 hours of sedentary recreational screen time per day*
- *avoiding screen time 1 hour before sleep*
- *keeping screens out of the bedroom.*

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years>.

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).



## Digital Technology at Alkira Secondary College

### Personal devices at Alkira Secondary College

Alkira Secondary College operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with [Edunet](#) who offer discounted prices for the lease or purchase of devices for our students. More info on the [school website](#)

### Technical specifications for BYOD devices

To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use, please ensure that it complies with the following specifications:

- iPad are not recommended as not suited for various subjects
- Students are welcome to bring Microsoft Windows 11, Apple IOS devices & Chromebooks with the following features:

#### Required device features:

- 8 Gig Minimum RAM
- Up to date / Latest operating system
- Minimum 5 hours of battery life
- 256Gb Minimum storage
- Minimum wireless connectivity, e.g. Wi-Fi standard or bands
- headphones, carry case

#### Highly recommended device features:

- Screen protection
- Insurance
- Up-to-date antivirus and security software
- [Ports, e.g. microSD card, USB-A, USB-C, 3.5mm headphone jacks]

### Behavioural Expectations – Personal devices

When bringing a personal device to schools, students must ensure that:

- it is fully charged each morning
- it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use
- any physical device damage is immediately reported to the IT office if the device is purchased via the Edunet portal

### Supports and services provided

Alkira Secondary College will provide the following technical support services for personal devices brought to school:

- Support to access software e.g. Microsoft 365, Adobe Suite, EdRolo, EdPerfect, Sora
- Connecting devices to the eduSTAR Wireless network
- Providing student log-in credentials to access the schools network, including a school email account
- If purchased via the portal, full service is provided

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 contact the school's Network Manager ph: 5991 3500 or visit

<https://www.alkirasecondarycollege.com.au/laptop-information/>





# Digital Technology at *Alkira Secondary College*

## For students

### What we expect

Below are our expectations of students at **Alkira Secondary College** when using digital technologies.

#### Be safe



***At Alkira Secondary College, we protect personal information and keep safe online.***

We do this by:

- Not sharing our password or using someone else's username or password.
- Remembering to change my passwords regularly or when prompted to so as to maintain my security.
- Logging out of our devices when they are not in use.
- Restricting the personal information we post online, including images and videos.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.

#### Be respectful



***At Alkira Secondary College, we are kind and show respect to others when using technology.***

We do this by:

- Acting with kindness and never bullying or impersonating others online.
- Thinking about how our words might make others feel before we say or write them.
- Only taking photos or recordings of others when they are aware and have given us permission to do so.
- Seeking permission before sharing others' information online.
- Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- 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
- 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

#### Be responsible



***At Alkira Secondary College, we are honest, handle technology with care and follow the school rules.***

We do this by:

- Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.
- Following the terms and conditions of any digital tool we use.
- Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.
- Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.
- Turning off and securely storing our mobile phone during school hours.
- ***Ensuring a healthy balance between screen time and offline activities at school.***



## Digital Technology at *Alkira Secondary College*

- *Understanding that I will be held responsible for all activity that occurs under my log-in and password*
- *Nor attempting to log into the network with a user name or password of another student or share my device*
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### Ask for help



***At Alkira Secondary College, we ask for help if we feel unsure or see something inappropriate.***

We do this by talking to a teacher or a trusted adult if:

- We feel uncomfortable or unsafe.
- We see others participating in unsafe, inappropriate, or hurtful online behaviour.
- We notice any damage to school technologies.
- We need help understanding about a digital tool or how it can be used.

### Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).



## Digital Technology at *Alkira Secondary College*

### Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return no longer than 2 weeks after enrolment.

### Student Agreement

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*(Student name)*

I understand and commit to uphold the expectations on me as a student at Alkira Secondary College when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

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*(Student's signature)*

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*(Date)*

### Parent/carer acknowledgement

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*(Parent/carer name)*

I acknowledge your commitment and will support you to safely use and learn about digital technologies.