



# NEERIM DISTRICT SECONDARY COLLEGE

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## DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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 whilst they are using digital technologies

### SCOPE

This policy applies to all students and staff at Neerim District 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, volunteers, and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Neerim District 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.

Neerim District 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 Neerim District Secondary College**

Neerim District Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are expected to purchase or lease a device for their child to bring to school. Neerim District Secondary College has made special arrangements with Learning with Technologies (LWT) who offer discounted prices for the lease or purchase of devices for our students.

Neerim District 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.

Students are expected 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

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 Administration office.

### **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Neerim District 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 Neerim District 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 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.
- 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 an Acceptable Use Agreement 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 well-being 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 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 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 classroom teacher immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

## **Social media use**

Neerim District Secondary College 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 Neerim District 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), Neerim District 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 as required
- Made available in hard copy from school administration upon request

## **POLICY REVIEW AND APPROVAL**

|                            |  |
|----------------------------|--|
| Policy last reviewed       | August 2023                              |
| Consultation               | School Council and Principal August 2023 |
| Approved by                | Principal and School Council 02/08/23    |
| Next scheduled review date | August 2025                              |

## **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

### **Acceptable Use Agreement for Internet and Digital Technologies Student Owned Device Policy 2024**

#### General

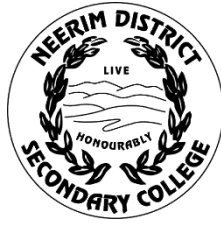
- The student is required to purchase a laptop at the beginning of Year 7 and if necessary are required to upgrade their device at the beginning of Year 10.
- Although students do have access rights to install their own software onto the machines, the devices are a tool to be used for educational purposes. Software, music and age-appropriate movies will be allowed for academic and recreational reasons, provided copyright obligations are met. Downloading music, games and videos from the Internet during college hours is prohibited except when directed by a teacher.
- If a student is found with inappropriate/illegal software on their machine this will be removed immediately, they may no longer have administrator rights to their machine or may have it confiscated.

#### Repair Guidelines

- Parents/guardians shall be solely responsible for the cost of all-non-warranty repairs (breakage, loss or theft) and will be liable for the cost of replacing the device.
- Warranty repairs incur no cost. Parents/Guardians are welcome to purchase private insurance or extended warranty from third party providers.
- User data integrity, storage and backup are the direct responsibility of the user. The College shall accept no liability for the loss of data during repair and/or modification of either software or hardware. Students are expected to back up their own data at all times on an external drive.
- Hardware or software failure should not prevent the student from submitting work on time. "My computer needs to be repaired" is not an acceptable reason for late work.
- The college is not responsible for the configuration of home networks or home Internet accounts on student devices.
- The college can supply a "loan" device to the user of the machine if under repair.

#### Guidelines for use

- Students are not permitted to access the Internet from school via any method other than by connecting their device to the school wireless network.
- Use of devices during the college day is at the discretion of teachers and staff. Students must use these devices as directed by their teacher.
- The primary purpose of the use of personal devices at college is educational.
- The use of a personal device is not to be a distraction in any way to teachers or students. The use of personal devices must not disrupt class in any way.
- The use of personal devices is covered by the Neerim District Secondary College Acceptable Use Policy, found on the college website.
- Students must bring their device to the college fully charged and are not permitted to charge their device at college. Any chargers lost or damaged need to be replaced.
- Students agree not to attempt to circumvent the college's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students shall not distribute images of students or staff without their express permission.
- Students are to keep their logon details private and not allow others to use either their details or device.



# Student Owned Device Agreement

Student Name.....

## **Parent/Guardian Agreement:**

I have read the Neerim District Secondary College Acceptable Use Agreement for Internet and Digital Technologies. I agree to the terms and conditions.

Parent's Guardian's Signature: ..... Date: .....

Parent's Guardian's Name: .....

(Please Print)

## **Student Agreement:**

I have read the Neerim District Secondary College Acceptable Use Agreement for Internet and Digital Technologies. I agree to abide by the conditions therein throughout my time at Neerim District Secondary College.

Student Signature: ..... Date: .....

Student Name: ..... Year Level: .....

(Please Print)

Please sign and return to the Administration Office