

# CLYDE NORTH SECONDARY SCHOOL (INTERIM NAME) DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

## 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 or insert other appropriate programs as relevant to your 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 Clyde North Secondary School (interim name).

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 and DET'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:

- Clyde North Secondary School (interim name)'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.

Clyde North Secondary School (interim name) 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.

Clyde North Secondary School (interim name) acknowledges the development of AI technology and will adhere to all guidelines provided by the Department of Education, Victoria.

### Personal Devices at Clyde North Secondary School (interim name)

Clyde North Secondary School (interim name) operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase a device for their child to bring to school. Clyde North Secondary School (interim name) has made special arrangements with a DE approved provider who offer discounted prices for the purchase of devices for our students. For further advice on this please contact our school office who can provide you with the necessary contact details. Clyde North Secondary School (interim name) 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 free 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 (a device that holds a minimum of 3hrs charge as no charging will be allowed onsite)
- Is brought to school in a protective case
- A device that includes a keyboard or allows for a keyboard accessory
- CPU: Intel or AMD processor with 64-bit support, 2 GHz or faster processor

- RAM: 8 GB
- HDD: 256 GB of storage space
- OS: Windows 10 (64-bit) version 21H2 or later
- Apple OS: MacOS 12 Monterey has at least XX GB of storage

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 Principal.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Clyde North Secondary School (interim name), 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 Clyde North Secondary School (interim name), 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, including esafety programs
- 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
- 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 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 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 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, Year Level Co-ordinator 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

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 Clyde North Secondary School (interim name)'s Statement of Values and School Philosophy, Student Wellbeing and Engagement Policy, Inclusion and Diversity 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), Clyde North Secondary School (interim name) 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.

## RELATED POLICIES

- Student Wellbeing and Engagement policy
- Child Safety & Wellbeing Policy
- Bullying Prevention Policy
- Duty of Care

## 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 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	12 June 2024
Approved by	Leanne Winfield - Principal
Next scheduled review date	* February 2025 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

\* The Digital Learning Policy will be reviewed and approved by the Interim School Council

## ANNEXURE A: Acceptable Use Agreement

### Acceptable Use Agreement

At Clyde North Secondary School (interim name), 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 Wellbeing Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour and breaches of the standards. This policy extends to online conduct
- Have programs in place to educate our students to be safe, responsible and discerning users of digital technologies. Our school use specific programs from various trusted eSafety providers sourced from: <https://www.esafety.gov.au/educators/trusted-providers>
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright
- Supervise and support students using digital technologies for school-directed learning;
- 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 the earliest opportunity, and other measures;
- See: see [Duty of Care and Supervision](#) and [Cybersafety Policy](#)
- 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 and suspected acts to the appropriate Law Enforcement authority (e.g. Police) for investigation
- 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 Cyber smart:
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [IParent Office of the Children's eSafety Commissioner](#)
  - [eSafety Commission](#)

### Use of CCTV

Consistent with our school's obligations set out above, Clyde North Secondary School (interim name) may use CCTV cameras to:

- prevent and verify incidents involving
  - criminal behaviour – of anyone on school grounds
  - staff misconduct
  - other inappropriate behaviour – including of students, staff, visitors or members of the public. For example, this means the school may use CCTV footage of incidents to help inform decisions about student management

- verify other incidents – involving students, staff and visitors (e.g. incidents in which a person has sustained injury, loss or damage on school premises)
- to provide the Principal with visual coverage during emergencies.

Further information and guidelines on CCTV in schools is available on

<https://www2.education.vic.gov.au/pal/cctv-in-schools/policy>

### **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 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, passwords, and images;
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their explicit consent as part of an approved lesson;
- Talking 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;
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, offline in public communications or online on public websites or social media forums;
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT 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 attempting to log into the network or online service with a username or password of another person.

### **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 information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- 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 unrelated to schoolwork
- 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.

### **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
- Adhering to this Acceptable Use Agreement when using the device, both at home and at school, including during lunchtime or when not in the classroom.

### **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
- video and photo sharing websites (e.g. YouTube, Tik Tok)

- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

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. By signing the below agreement, I agree to comply with the terms of the acceptable user and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Wellbeing and Engagement Policy if I do not behave appropriately.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_