

## **DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA and DIGITAL DEVICES)**

### **1. PURPOSE**

**1.1.** 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 Year 7-12 BYOD Program
- 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

### **2. SCOPE**

**2.1.** This policy applies to all students at the Victorian College of the Arts Secondary School.

**2.2.** Staff use of technology is also governed by the following Department policies:

- a) [Acceptable Use Policy for ICT Resources](#)
- b) [Cybersafety and Responsible Use of Digital Technologies](#)
- c) [Digital Learning in Schools](#) and
- d) [Social Media Use to Support Student Learning](#).

**2.3.** Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- a) VCASS' Child Safety Code of Conduct
- b) [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- c) [Code of Conduct for Victorian Sector Employees](#) (staff)

- d) [Code of Conduct for Directors of Victorian Public Entities](#) (school councillors)

### **3. DEFINITIONS**

- 3.1.** 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.

### **4. POLICY**

#### **VISION FOR DIGITAL TECHNOLOGY AT OUR SCHOOL**

- 4.1.** The use of digital technologies is a mandated component of the Victorian Curriculum F-10.
- 4.2.** 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.
- 4.3.** 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.
- 4.4.** VCASS 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 interconnected 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.

#### **PERSONAL DEVICES AT VCASS**

- 4.5.** Classes in Year 7-12 at VCASS are delivered with the use of any Bring Your Own Device (BYOD). Students must bring a charged device to school each day to be used during class time for different learning activities.
- 4.6.** Students are required to have their own device that must:
- a) be in full working order and no older than 3 years
  - b) have a keyboard
  - c) be brought to school in a protective case
  - d) a minimum battery life of 6 hours
  - e) have at least 256GB of storage
  - f) have a minimum screen size of 9.7” and maximum screen size of 17”
  - g) have access to Office 365, Adobe suite
  - h) have access to the Google for Education suite
  - i) be running antivirus software
- 4.7.** 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 devices. VCASS has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have a number of spare laptops that can be loaned to students in certain

circumstances.

**4.8.** Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact our Business Manager on 8644 8644.

#### **SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES**

**4.9.** Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At VCASS, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

**4.10.** At VCASS, we:

- a) use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- b) restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- c) supervise and support students using digital technologies in the classroom
- d) effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- e) have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies, including Induction for new students; Year 7 Orientation; Cybersafety presentations in the Well-being program
- f) educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- g) 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
- h) have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork
- i) 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 the earliest opportunity
- j) 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
- k) provide a filtered internet service to block access to inappropriate content
- l) refer suspected illegal online acts to the relevant law enforcement authority for investigation
- m) 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.

**4.11.** 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.

- 4.12.** 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 Assistant Principal - Students and IT Support as appropriate, immediately.
- 4.13.** 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.
- 4.14.** Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

### **SOCIAL MEDIA USE**

- 4.15.** 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 parent/carer consent.
- 4.16.** Our school has established a FaceBook account where the school showcases the work of students. Parents and peers can provide appropriate feedback and comments on students' work undertaken in the specialist programs. Parents are welcome to contact the school on [enquiries@vcass.vic.edu.au](mailto:enquiries@vcass.vic.edu.au) if they have any questions or concerns about students participating in this forum.
- 4.17.** 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.
- 4.18.** 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**

- 4.19** When using digital technologies, students are expected to behave in a way that is consistent with VCASS' Statement of Values, Student Wellbeing and Engagement policy, and Bullying Prevention policy.
- 4.20.** 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), VCASS will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.
- 4.21.** 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:
- a) removal of network access privileges
  - b) removal of email privileges
  - c) removal of internet access privileges
  - d) removal of printing privileges
  - e) other consequences as outlined in the school's Student Wellbeing and Engagement and Bullying Prevention policies

## 5. COMMUNICATION

5.1. This policy will be communicated to our school community in the following ways

- a) Available publicly on school website and on Compass
- b) Included in staff induction processes
- c) Included in our staff handbook/manual

## 6. POLICY REVIEW AND APPROVAL

Policy last reviewed	20 July 2022
Consultation	Edpol Committee - School Council
Approved by	School Council - 22 November 2022
Next scheduled review date	July 2024