

NSC 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, (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).
- (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 of Education and Training (DE&T) policies on digital learning, including social media, that our school follows and implements.

SCOPE

This policy applies to all students and staff at Norwood Secondary College (NSC).

Staff use of technology is also governed by the following DE&T 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:

- NSC'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 DE&T-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.

NSC 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 Norwood Secondary College

Classes at NSC are delivered with the use of notebook computers. Our school operates a 1:1 learning model.

Implementation:

Years 7 – 9

- In Years 7–9, the school operates a 1:1 Notebook Program where parents are invited to purchase a device through a leasing arrangement, from JB Hi-Fi Education Solutions. Devices are reviewed annually to ensure value for money and device capabilities. Detailed information about the device is provided to families upon enrolment. Furthermore, details pertaining to warranty, insurance, potential excess charges and school IT support are also documented. Families are expected to familiarise themselves with this documentation.
- This program not only offers excellent service and support, it also provides for the availability of 'swap units' for students when their device is under repair, plus some additional software, (beyond what DE&T offers).
- NSC has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. These devices can only be accessed during school hours and are not available to be taken home. Families requiring financial assistance should contact the College Business Manager.
- There may be circumstances where a family chooses not to enter the 1:1 Notebook Program. Prior to making an independent purchase, contact should be made with the school to ensure the device being considered as an alternative to the school recommendation, meets the minimum technical specifications, as defined by the school to ensure that it can effectively support learning. Under these circumstances, parents/carers may need to organise their own purchase and installation of required software. Furthermore, the amount of technical support for family-owned devices that can be provided by the school is limited.

Years 10 – 12

- In Years 10–12, the school operates a Bring Your Own Device (BYOD) program, whereby students bring their own purchased device to school each day. With this program, parents/carers are encouraged to obtain their own insurance for their child's device. Alternatively, the school has an arrangement with JB Hi-Fi Education Solutions to provide a range of appropriate and affordable device options available for purchase. Devices purchased via this arrangement will be supported with warranty claims through our IT Support at the College.
- 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 from Years 10 - 12 studying ICT/Visual Communication subjects may want a more powerful computer that has at least 8GB RAM, 256GB Hard Drive and an Intel Core i5 processor.
- Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the IT Department.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At NSC, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At NSC, 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 transition programs at the commencement of Year 7 for both students and parents (these programs address both the responsible use of digital technologies and remaining safe online)
- 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 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.

Initial distribution of Years 7 - 9 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 immediately notify their teacher, Year Level Coordinator and/or IT Support. 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.

Social media use

Our school follows DE&T'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 DE&T'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, DE&T's 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 NSC's *Statement of Values, Student Wellbeing and Engagement* policy (includes *Bullying Prevention*). 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), NSC 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 AND DOCUMENTS

All students are required to complete the *NSC Acceptable Use Agreement*

REVIEW CYCLE

This policy was last updated on 1 December 2020 and is scheduled for review in December 2022.