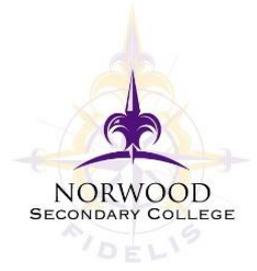


DIGITAL LeARNING

(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 General 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 and Bring Your Own Device programs]
- 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 Norwood Secondary College (NSC).

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:

- 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 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.

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 in Years 8 and 9 and a Bring Your Own Device (BYOD) in Years 7, 10, 11 and 12.

IMPLEMENTATION:

Years 8 & 9

In Years 8 and 9, the school operates a 1:1 Notebook Program:

- Parents/Carers are invited to purchase a device through a leasing arrangement, facilitated by JB Hi-Fi Solutions. 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.
- NSC has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Families requiring financial assistance should contact the College Business Manager.

Years 7, 10, 11 & 12: Bring Your Own Device (BYOD) Program:

With this program, students bring their own purchased device to school each day. There are two options available for families to consider:

- Option 1: The school has made special arrangements with Edunet to supply the College with device options for families to choose from that are highly reliable. These devices come with extended warranty options, optional insurance, technical support from Norwood IT support staff, Windows 10 software and an easy-to-use device support portal, along with various payment options via the Edunet portal.

- Option 2: Parents/carers can choose to purchase a device independently. Families should consider factors such as weight, size, battery life, wireless compatibility, carry case, warranty, insurance and operating system (Windows 10 preferred, Chromebooks not recommended). With this option, the College's IT support staff can only offer limited support and cannot provide onsite warranty and insurance repairs for devices that are not purchased through Edunet BYOD portal. Parents/carers are encouraged to obtain their own insurance for their child's device.

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.

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

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 safely, 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.

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 their teacher, Year Level Coordinator and/or IT Support 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 NSC'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), 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.

COMMUNICATION

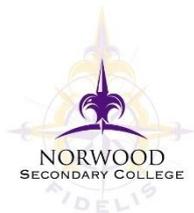
This policy will be communicated to our school community in the following:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Listed in our staff handbook/manual
- Discussed at parent information nights/sessions
- Referenced in transition and enrolment packs (located on College Website)
- Discussed at student forums as required
- Made available in hard copy from school administration upon request

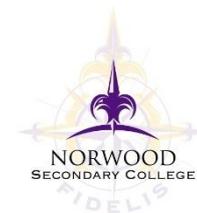
POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	Education Sub-branch of College Council: 8 November 2022
Approved by	Principal and School Council
Next scheduled review date	November 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT



NORWOOD SECONDARY COLLEGE



SCHOOL PROFILE STATEMENT

At Norwood Secondary College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the College's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- Have a **Student Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- Have programs in place to educate our students to be safe and responsible users of digital technologies (*including transition programs at the commencement of Year 7 for both students and parents*);
- Provide information about digital access 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 earliest opportunity, and other measures;
 - [Cybersafety Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy)
(<https://www2.education.vic.gov.au/pal/cybersafety/policy>)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - [iParent | Office of the Children's eSafety Commissioner](http://www.esafety.gov.au/education-resources/iparent)
(www.esafety.gov.au/education-resources/iparent)

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 - including forwarding messages or images that contribute to 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 others personal details or images;
- 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, parent/guardian or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- 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 IT 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.
- Keeping my device safe at all times E.g. in a protective case when travelling to and from school;
- Understanding that it is my responsibility to ensure that I keep my device secure at all times, otherwise my family may be responsible for the cost of repairs or replacement of the device;
- Understanding that it is my responsibility to regularly back up my work.

This Acceptable Use Agreement applies at any time that digital technologies are being used.

The Norwood Secondary College Mobile Phone Policy can be found on the College website.

Acceptable Use Agreement



STUDENT:

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

This Acceptable Use Agreement applies when digital devices and technologies are being used at school, for school-directed learning, during school excursions, at camps and extra-curricular activities, and at home.

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

Student name: _____

Student signature: _____

Date: _____

PARENT/CARER:

I have read and understood the Norwood Secondary College '*Digital Learning Policy*', available on the College website, and have discussed this with my child. I agree to the terms and conditions of this program.

Parent/Carer name: _____

Parent/Carer signature: _____

Date: _____