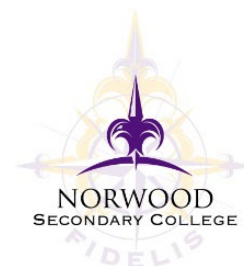# DIGITAL LEARNING
(Internet, social media and digital devices)

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. NSC'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. NSC'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 staff use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

…/2

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 laptop computers. In 2024, our school will operate a 1:1 learning model in Year 9 and a Bring Your Own Device (BYOD) in Years 7, 8, 10, 11 and 12.

IMPLEMENTATION:
Year 9

In Year 9 (2024 only), the school will operate a 1:1 Laptop Program:
- Students in Year 9 will continue with the 1:1 program for one more year before moving to the BYOD Program in Year 10. Detailed information about this program was provided to families upon enrolment. Families have previously received documentation with information pertaining to warranty, insurance, potential excess charges and school IT support. New students to the College in 2024, including new Year 9 students, will participate in the BYOD Program.
- 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, 8, 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 11 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 or MacOS; we are unable to support Chromebooks or iPads). Minimum specifications include: Intel N100 Processor, 11" screen size, 4GB RAM, 128 GB SSD. 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*.

Office 365

NSC uses online learning services to support teaching and learning. Office 365 is used to access programs such as Microsoft Word, Excel, PowerPoint and OneNote. These tools allow students to access and complete their classwork from their laptop whilst also promoting knowledge sharing and active collaboration. For more details on Office 365 visit: https://products.office.com/en-au/student/office-in-education

Adobe Creative Cloud

Adobe Creative Cloud is a comprehensive suite of software applications and services. It offers for graphic design, video editing, photography, and web development. The Creative Cloud includes popular software like Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects, along with a variety of mobile apps and cloud-based services for collaboration. Subscribers can access and manage their creative projects and files across devices. For more details on Adobe Creative Cloud visit: https://www.adobe.com/au/creativecloud.html

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
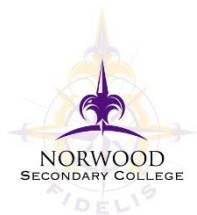
RELATED POLICIES

- Child Safety Policy
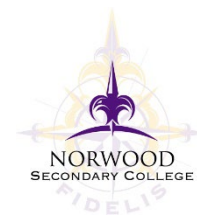- Privacy Policy
- Curriculum Framework Policy

https://www.norwood.vic.edu.au/policies/

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Consultation	Education Sub-branch of College Council
Approved by	Principal and School Council
Next scheduled review date	October 2025

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)
- 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
    (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner
    (www.esafety.gov.au/education-resources/iparent)

Acceptable Use Agreement

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:

Office 365

INFORMATION PACK FOR PARENTS

Our school is using online learning services to support learning and teaching. This pack provides information on one of the online services, Office 365 and advice in relation to its safe and responsible use.

What information needs to be collected?

- Name, year level, home group and school.
- Student's Department username and password.

Why is this information needed?

- To control access to the online services.
- To prevent unauthorised access to student's work.

When could this information be accessed by others?

- By support staff to fix issues.
- Where required by law.
- Never for advertising or marketing purposes.

Office 365 is an internet based service provided by Microsoft for class activities. It provides students with access to online education services such as:

- Microsoft Web Apps (Excel, Word, Outlook, PowerPoint, OneNote)
- Exchange
- OneDrive
- SharePoint
- Forms
- Flow
- Skype for Business
- Microsoft Teams
- Sway
- PowerApps
- School Data Sync
- Minecraft: Education Edition

These tools are for collaboration which necessitates students being able to find and connect with other students and staff, either at their own school or within the Victorian government education system. As part of their school work, students may be able to communicate via email with people outside of their school.

The online services offered by Microsoft may be updated from time to time, but are only made available to students once they have been reviewed and approved by the School.

For more details on Office 365 visit:

https://products.office.com/en-au/student/office-in-education

What are the benefits of this service for students?

- Teaches students to be 'digital citizens' through the use of an online system.
- Provides access to digital tools for a range of classroom activities.
- Allows students to actively collaborate with their class on school work.
- Provides digital whiteboard capability in group discussions.
- Enables students to access their classwork from different channels (i.e. laptops, iPads and smartphones).
- Helps students to build working relationships with each other.
- Promotes knowledge sharing.

What information might students store in Office 365?

- In addition to the information needed to provide access to Office 365 (student's username, password, name, year level, home group and school), student's schoolwork will also be stored in Office 365.
- Students have the ability to store and share any school work related content on the platform, such as photographs, audio, video recordings. They can also add non-classroom related information.
- Student's data is stored in data centers located in in Victoria and New South Wales.

How can you help protect your student's information?

Whilst your school provides your child's username and password to Microsoft to enable them to only access their own information on Office 365, there are some things that you can do to help keep their information safe.

Remind them not to share passwords with anyone, as they cannot be sure how secure another person will be with their details.

Teachers will remind students to only use Office 365 for activities related to schoolwork.

Talk about appropriate uses of technology at school and at home. **Remind** them that anything uploaded to Office 365 can be viewed by teachers.

In rare cases, Microsoft's technical support team may have access to information stored in Office 365.

Please note that **Microsoft will never contact you or your child directly**. If you or your child are contacted by anyone claiming to be Microsoft support, contact your school immediately.

✔ **Example information students can safely put online**

- Class presentation.
- Conversations about classwork/assignments.
- School related contact details.
- Class related media – i.e. videos, photos.
- Whiteboard notes.
- Emails between students on school work.

✘ **Example information students should always be cautious of putting online**

- Personal mobile or home phone number.
- Personal photographs and video clips unrelated to schoolwork.
- Other student's private information.
- Health information.
- Bank details.
- Home address.
- Information on racial or ethnic origin.
- Religious beliefs or other opinions.

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Office 365 - Opt-Out Form

If upon considering the above information you have questions or concerns please contact your school. **You do not need to do anything** for your child to have access to this service.

Student Name:

Home room:

Date:

I **DO NOT** wish for my child to have access to Office 365 and understand that alternative arrangements for allocating work will be made.

Parent / Guardian Signature:

Parent / Guardian Name:

Adobe Creative Cloud
INFORMATION FOR PARENTS/CARERS

Dear Parents/Carers,

This year Norwood Secondary College will use Adobe Creative Cloud to support teaching and learning. Students will have access to this system from Year 7 to 12.

Adobe Creative Cloud is a comprehensive suite of software applications and services. It offers for graphic design, video editing, photography, and web development. The Creative Cloud includes popular software like Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects, along with a variety of mobile apps and cloud-based services for collaboration. Subscribers can access and manage their creative projects and files across devices.

Where can I find more information on Adobe Creative Cloud?

To learn more about how your student will use Adobe Creative Cloud see the Adobe Creative Cloud website.

What if I have questions?

You do not need to do anything for your child to have access to Adobe Creative Cloud. If you have any questions or concerns regarding your child using the program, please contact the school to discuss your options:

IT Support Team
Ph: 0398710420
Email: itsupport@norwood.vic.edu.au

ONLY complete the section below if you DO NOT want your child to have access to this online service.

Adobe Creative Cloud – Opt Out Form	
I **DO NOT** wish for my child to have access to Adobe Creative Cloud and understand that alternative arrangements for allocating work will be made.	❑
Student Name:	
Home Room:	
Date:	
Parent/Carer Name:	
Parent/Carer Signature:	