



# Digital Learning Policy

(Internet, social media and digital devices)

@ 8 Oct 2024

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## 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 BYOD personal device program];
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and netbooks);
- (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;
- (f) that our school prioritises the safety of students whilst they are using digital technologies.

## SCOPE

This policy applies to all students and staff at Mullauna Secondary College.

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:

- Mullauna Secondary College'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 laptops 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.

Mullauna Secondary College 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 Mullauna Secondary College

Mullauna Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers and our learning management system, Compass.

Mullauna Secondary College has partnered with [Learning with Technologies](#) (LWT) to provide a range of 'preferred devices' via an online ordering portal, however parents/carers are able to purchase their device from a retailer of their choice taking into account the requirements outlined in our BYOD Program guidelines. (Appendix A: BYOD Program)

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. Note: If devices are purchased from LWT insurance is included.

Mullauna Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students are expected to bring their devices 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 and secured appropriately.

#### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mullauna Secondary College, 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 Mullauna Secondary College, 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;
- 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 (Appendix B: Acceptable Use Agreement);
- have a Code of Ethics outlining acceptable practices when using digital technologies (Appendix C: Code of Ethics);
- 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.

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 their classroom teacher, Year Level Coordinator or the school IT technician 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 Mullauna Secondary College’s Statement of Values, Acceptable Use Agreement, Code of Ethics, 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), Mullauna Secondary College 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 ways:

- Published on school website
- Available on our school learning management system, Compass, under School Documentation, [School Policies](#).
- Included in staff induction
- Made available on request from school reception

## REVIEW CYCLE

This policy will be reviewed every two years with recommended changes being presented to school council.

## ENDORSED:

Policy last reviewed	October 2024
Consultation	School Council – October 2024 Student Representative Council (SRC)
Approved by	College Principal: Harald Ruff
Next scheduled review date	Oct 2026

## APPENDIX A: BYOD PRORAM

### Mullauna Bring Your Own Device Program (BYOD)

Dear parent / carer,

At Mullauna Secondary College, we believe we need to prepare our students for their future, by facilitating their discovery through critical thinking, higher order thinking, collaboration, creativity and communication through a rich blend of traditional and digital learning environments.

Our 'anywhere, anytime' philosophy is outlined in the following BYOD program and is supported by excellent IT facilities to ensure that students are able to confidently navigate our digital world.

Mullauna Managed BYOD program.

Mullauna Secondary College has a 'preferred device' policy and have partnered with Learning with Technologies (LWT) to provide these for our school.

LWT have set up a dedicated online ordering platform specifically for Mullauna Secondary College.

<https://mullauna.orderportal.com.au/>

- Lenovo via LWT offer laptops which are commercial grade with a 3-year on-site warranty and accidental damage protection.
- LWT have access to special educational pricing.
- LWT will pre-image devices so that they are ready to use straight away. They have worked with us to determine what software is required.
- LWT provides onsite support at the school for warranty and insurance claims.
- LWT offers a \$100 deposit option to secure a device alternatively; there is a 36-month finance option.

Students will be able to access the school internet eduSTAR and print using this device.

Students will also be given an email address that will give them access to the Microsoft Office 365 environment. Microsoft Office 365, a cloud-based system, offers:

- Email (Outlook online)
- Word, Excel, PowerPoint
- Online storage (5Tb)

Students will also have access to the following software:

- Adobe Creative Cloud (Photoshop, illustrator, etc)
- Sketchup
- Clickview
- Sibelius
- MineCraft for Education

**NOTE:** All students will be required to read and agree to the school Code of Ethics and Responsible Use of IT agreement as part of the enrolment process.

## APPENDIX B: ACCEPTABLE USE AGREEMENT

### RESPONSIBLE USERS AGREEMENT

#### CONDITIONS OF USE: COMPUTER FACILITIES

1. The user will abide by the Code of Ethics relating to the use of information technology at Mullauna Secondary College. Failure to adhere to these codes may result in denial of access. A copy of the code can be found on Compass.
2. The user will not attempt to bypass the security arrangements put in place by installing a Virtual Private Network (VPN) on their own device.
3. The college has no control of the accuracy or reliability of the information obtained by the user from the internet.
4. The college takes no responsibility in relation to software obtained via the internet.
5. The user indemnifies Mullauna Secondary College against any liability, claim, action, suit, demand, loss, cost or expense arising out of or in any way connected with the use of the network.
6. The user will not do anything that causes damage to college equipment, software setup or services.
7. The user will not use the facilities to harass, harm or annoy other users.
8. The user will not use the facilities in an unlawful manner.
9. The user will not disclose any access codes or passwords.
10. The storage rights of users can be varied at any time. The college does not guarantee storage space nor warrants in any way material stored.
11. Mullauna Secondary College reserves the right to:
  - i) Access user areas
  - ii) Delete out of date material
  - iii) Delete any material that is excessive in volume
  - iv) Delete any material that is stored in an illegal area
  - v) Deny access to any individual at any time
  - vi) Expect payment for costs incurred through misuse

#### STUDENT PLEDGE FOR BYOD USE:

1. I will follow the teacher's instructions when using my device. When I am asked to provide my full attention, I will put aside my device and listen.
2. I will ensure that my device is kept in a protective case and is secured in my locker when not used in class.
3. I understand that it is my responsibility to ensure that I have fully charged my device and that it is brought to school each day, unless instructed otherwise.
4. I will not touch or interfere with another student's device.
5. I agree that any inappropriate use of the device will result in school discipline that may include the loss of device use in class. Inappropriate use includes, but is not restricted to:
  - i) Visiting inappropriate websites
  - ii) Possessing, or taking, inappropriate pictures and/or media files
  - iii) Deleting any other student's installed files
  - iv) Using another student's device without his/permission or without teacher approval
  - v) Using the device when the teacher has asked me not to
  - vi) Using inappropriate programs (such as games or social media) during class time
6. I will ensure that the software files required for my learning are installed on my device.
7. I will ensure that a current anti-virus program is installed on my device.

I have read the college Code of Ethics, Conditions of Use and Student Pledge. I understand and agree to follow all responsibilities as outlined in these documents

This agreement also applies during school excursions, camps and extra-curricular activities.

***Acknowledgement of this agreement occurs on Compass as a 'Course Confirmation'.***

**USE OF MULLAUNA SECONDARY COLLEGE INFORMATION TECHNOLOGY OR OWN DEVICE (BYOD)**

The following ethical practices are applicable to all users of Information Technology facilities of Mullauna College and student owned devices.

As a student of Mullauna Secondary College I will abide by these codes:

**CODE 1:** Utilise the facilities for the betterment of my learning and intellectual development;

This code means that the IT facilities and my own device will only be used for college-related activities.

**CODE 2:** Be respectful of other peoples' rights and avoid accessing, distributing or storing material which is in any way damaging to the reputation of Mullauna Secondary College and members of the Mullauna Community;

This code means that users will abide by the Law of Australia and Victoria that relate to;

- Sexual Harassment
- Ethnic and Racial Vilification
- Libel and Slander

This code has particular relevance to the use of email and the internet. Users of Office 365 will not engage in any activity which either infringes existing laws or impinges upon the college's or individuals reputation.

This code is also intended to cover access to the internet. Users are to confine themselves to accessing data and information which is related to their academic or professional needs. At all times users are to refrain from accessing internet sites that contain offensive material. Offensive material relates to a range of areas, in particular: pornographic, racial and sites which are designed to bring harm to others are not to be accessed.

**CODE 3:** Respect the software licencing agreements of Mullauna Secondary College and the wider community.

This means that the licencing agreement pertaining to each piece of software is to be strictly observed. Under no circumstances is software to be copied from college equipment and installed on other equipment unless official permission has been granted by the principal.

Under no circumstances is software to be loaded onto college equipment without prior permission. The copying, and trading and distributing of software, such as games and shareware, is not allowed.

**CODE 4:** Respect people's rights to information privacy and ownership of intellectual property.

This code means that users of the IT facilities are required to abide by the Laws of Australia and Victoria and to observe the ethical consideration that a person's information is his/her private property and therefore is not to be copied, sold or used in other ways unless permission is sought from the owner.



CODE 5: Respect the security arrangements put in place to protect the information technology system and its users.

This means that the user will not attempt to bypass the security arrangements put in place by the Department of Education and Training (DET) by installing a Virtual Private Network (VPN) on their own device. Users of the school network are to respect security arrangements and to abide by the Laws of Australia and Victoria that cover illegal attempts to access IT facilities. The common terminology is 'hacking'. This activity is both legally and ethically unacceptable.