DIGITAL LEARNING
(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Help for non-English speakers

If you need help to understand this policy, please contact Brookside P-9 College on (03) 7379-1555

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 Bring Your Own Device program (Years 7-9)

(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 Brookside P-9 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 and students also follow our school's Acceptable Use Policy.

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

- Brookside P-9 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.

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.

Brookside P-9 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 Brookside P-9 College

Brookside P-9 College operates a Bring Your Own Device (BYOD) program in Years 7-9. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

Parents/carers are invited to purchase a device for their child to bring to school. Brookside P-9 College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own.

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
- has at least 4 GB (Microsoft Windows) or 128GB (Apple MacBook) of storage
- operates on Windows 10 or OS X v10.12 or higher

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, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact school administration staff.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Brookside P-9 College, 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 Brookside P-9 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 Wellbeing and 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.

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 school administration staff 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 Brookside P-9 College'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), Brookside P-9 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:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	18 October 2022
Consultation	Brookside School Council
Approved by	Principal
Next scheduled review date	18 October 2024

Acceptable Use Agreement for Online Spaces, Internet and Digital Technologies

Rationale

Brookside P-9 College believes in the teaching of eSafety, responsible online behaviour and the ethical use of digital technologies as essential learnings in the lives of young people. This is best learnt collaboratively between school and at home.
Today's students spend increasing amounts of time accessing digital technologies for recreation, online learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to be taught appropriate behaviours and expectations when accessing digital technologies and the World Wide Web.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

School Support for the Safe and Responsible Use of Digital Technologies

Brookside P-9 College uses online spaces, the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.
Your child has been asked to agree to use digital technologies, the internet and online spaces responsibly at school. *Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.*

At **Brookside P-9 College** we:
- have a School Wide Positive Behaviour Support policy that outlines our school's values and expected standards of student conduct, including consequences for breaching standards. This policy extends to cybersafe online conduct.
- have programs in place to educate our students to be safe and responsible users of digital technologies, including the Victorian Curriculum Health and Digital Technologies education strands, as well as the Respectful Relationships and Social and Emotional Learning programs.
- 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; (See: Duty of Care and Supervision https://www2.education.vic.gov.au/pal/cybersafety/policy)
- provide a filtered internet service to block inappropriate content
- provide supervision and direction in online activities and when using digital technologies
- support students in developing digital literacy and technological skills
- 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
- provide support to parents/carers to understand this agreement and reinforce agreed behaviours
- 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 (https://www.esafety.gov.au/education-resources/iparent)

In addition, when using my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:
- reading, understanding and adhering to the **Brookside P-9 College** Mobile Phone Policy, which includes keeping my device on silent and locked away during class times, only making or answering calls or messages outside of school grounds, outside of school hours.

Programs and Technologies

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our College or accessed using College owned networks or systems, including (although are not limited to):

- College owned ICT devices (e.g. desktops, tablets, laptops, printers, scanners)
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picasa, YouTube)

- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vods and podcasts
- Video conferences and web conferences

This Acceptable Use Agreement applies when using any of the above digital technologies at the College, at home, during College excursions, camps and extra-curricular activities.

Digital Programs in Use:

When selecting applications and programs that are implemented as part of learning at Brookside College, care is taken to investigate the level of safety involved for both student interaction and the safe storage of personal information. Programs that have been investigated and are currently being used as part of learning include:

- Compass
- Microsoft 365
- Seesaw
- STILE

- Reading Eggs
- Mathletics
- Essential Assessment
- Minecraft Education Edition

BYOD Laptop Program (Years 7-9):

At **Brookside P-9 College** we run a 'Bring Your Own Device' laptop program for our secondary school students. While the devices purchased and used as part of the program are the property of the family, it is important to remember:

- during school hours, the device must be used in complete accordance with this agreement. Any learning done involving the online space utilises Brookside P-9 College owned hardware
- outside of school hours students must be aware of safe online behaviours and sharing of information, in particular any data that has a link to the college or any of its students and staff
- at all times students must be vigilant when installing non-Brookside approved applications. Viruses can be hidden inside programs and when attached to the school network, can be spread amongst college equipment.

Acceptance of the Agreement

At the beginning of each school year, **Brookside P-9 College** will seek acceptance of this agreement from parents/guardians on behalf of their child. Acceptance must be given individually for each child and can be done in one of two ways:

- Giving permission online in the Compass event that this agreement is attached to
- Printing a copy of this form and returning it to Brookside

A period of no longer than 4 weeks will be given to collect this agreement, after which point, access to Brookside P-9 College's network and equipment may be restricted.

Consequences

In accordance with the 'Acceptable Use Policy', if an incident occurs there are consequences that follow. These consequences will depend on the situation, but will follow the College's Welfare and Wellbeing Policy. These consequences may include (but are not limited to) warnings, blocked access to the Brookside network, detentions, confiscations, suspensions, notification to parent/carer's and police involvement if necessary.

Evaluation

This policy will be reviewed as part of Brookside P-9 College's three-year review cycle or more often if necessary due to changes in regulations or circumstances.

> **REVIEW PERIOD** - This policy was last reviewed in October 2022 and is scheduled for review in October 2024.

Student and Parent Declaration

Rights	Respect
When I use the internet and digital technologies, I have the right to be safe, included and empowered. 1. I am a safe, responsible and ethical user at all times. 2. I keep myself and my friends safe by not giving out personal information including full names, telephone numbers, addresses, images and passwords. 3. I use the internet for educational purposes and only go on sites I have been directed to by teachers.	*When I use the internet and digital technologies, I respect myself, others and my community.* 1. I am respectful in how I talk to and work with others online and never write or participate in online bullying. 2. I use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student. 3. I do not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
Resilience *When I use the internet and digital technologies, I approach life with agility, optimism and confidence.* 1. I think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer). 2. I seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint. 3. I only use my iPad and agreed Apps when directed by teachers while at school.	**Relationships** *When I use the internet and digital technologies, I am connected to others and my community.* 1. I do not reveal my passwords to anyone except the system administrator, the teacher and my parents. 2. I use social networking sites for educational purposes and only when directed by teachers. 3. I know that the content on the web is someone's property, abide by copyright procedures when using content on websites such as information or pictures.

I will talk to my teacher or another trusted adult if:
- I need help online
- I am not sure what I should be doing on the internet
- I come across sites that are not suitable for our school
- Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information what I know is private
- I feel that the welfare of other students at the school is being threatened by online activities
- I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and technologies at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.

Student Name: _____   **Year Level:** _____

Student Signature: _____

Parent/Carer Signature: _____   **Date:** _____