Hopetoun P-12 College

Digital Learning Policy
2022

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 or insert other appropriate programs as relevant to your school]

(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 Hopetoun P-12 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:

- Hopetoun P-12 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 technology at our school

Hopetoun P-12 College understands that digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Hopetoun P-12 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

One-to-One and iPads at Hopetoun P-12 College

Hopetoun P-12 College provides one-to-one computers for all students in Prep through to Year 9. The computers remain at school at all times (except under specially approved circumstances) and must be placed on the charger trolleys each day at the end of school.

Students in Years 10-12 have the choice of BYOD (Bring Your Own Device) or access to the school-supplied one-to-one program. BYODs will be connected to the College's computer Network and EduSTAR as per the Department's guidelines.

BYODs must meet the specifications detailed by Hopetoun P-12 College Information Technology Department which is available on our website and from the school IT office. The specifications will be checked and revised in October each year.

Students in the primary classrooms have access to school-supplied iPads which are used for a variety of educational purposes.

Students in VCE who prefer to use an iPad will be provided with iPads by the school. These iPads can be taken home but, if damaged, parents will be invoiced for repair costs. Students who have been allocated iPads must bring their charged iPad to school each day to be used during class time for their learning activities.

In addition to the above arrangements, iPads or specially approved computers provided by the College may be used by students across the College for specific classes under the direction and management of staff.

Please note that our school does not have insurance to cover accidental damage to students' BYODs, and parents/carers are encouraged to consider obtaining their own insurance for their child's BYOD.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Hopetoun P-12 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 Hopetoun P-12 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, including [insert details of specific programs]
- 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.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Hopetoun P-12 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), Hopetoun P-12 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.

ACCESS AND SECURITY:

At Hopetoun P-12 College students will:

- Responsibly maintain all of the operational settings for virus protection, spam and filtering that have been applied, as a Departmental standard, on their computer.
- Ensure that communication through the internet and online communication services is related to learning.
- Establish passwords that are complex, meet high levels of security and are not likely to be easily guessed by others; these passwords will remain confidential and will be changed when prompted such as when known by another user.
- Ensure their personal e-learning accounts are confidential and for their use only – by logging off at the end of each session the likelihood of others accessing this account is reduced.

- Promptly report possible breaches of security including spam, computer viruses, inappropriate messages or someone seeking excessive personal information.
- Ensure they never knowingly initiate for forward emails or other messages containing:
  - a message that was sent to them in confidence.
  - a computer virus or attachment that is capable or damaging recipients' computers.
  - chain letters and hoax emails.
  - Spam e.g., unsolicited advertising material.
- Never send or publish:
  - Unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
  - Threatening, bullying or harassing material that makes excessive or unreasonable demands upon another person.
  - Sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation
- Keep personal use of digital devices to a minimum and ensure that use of the internet and online communication services is generally used for genuine curriculum and educational activities – never for the use of unauthorised programs, intentionally downloading unauthorised software, graphics or music that is not associated with learning.
- Never damage or disable computers, computer systems or networks.
- Ensure that services are not used for unauthorised commercial activities political lobbying, online gambling or any unlawful purpose.
- Always remember to be aware that all use of the internet and online communication services within the College can be audited and traced to the accounts of specific users.

PRIVACY AND CONFIDENTIALITY:

At Hopetoun P-12 College students will:

- Ensure email addresses of staff or other students remain confidential and will never be divulged without that person's explicit permission.
- Ensure personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others is kept private in a secure manner.
- Ensure privacy and confidentiality is maintained by not disclosing or using nay information in a way that is contrary to any individual's interests.

INTELLECTUAL PROPERTY AND COPYRIGHT:

At Hopetoun P-12 College students will:

- Be taught about intellectual property and copyright to enable all students to work within the established guidelines and protocols of publication and acknowledgement of sources.
- Be expected to report any known or suspected breaches of the internet or associated electronic devices.

- Be expected to know about and use electronic devices, the internet and associated information and communication technologies responsibly knowing they will be subject to disciplinary actions consistent with the College's *Statement of Values, Student Wellbeing and Engagement* Policy and *Bullying Prevention,* where breaches occur.

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.
- Included in our staff handbook/manual.
- Included as annual reference in school newsletter.
- Discussed at student forums/through communication tools.
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School Council Policy Committee Staff
Approved by	Principal
Approved by School Council on:	8 June 2022
Next scheduled review date	2024