DIGITAL LEARNING POLICY
(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 program

(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 Brinbeal 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:

- Brinbeal 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.

CONTEXT STATEMENT

Located in the Wyndham growth corridor of Tarneit, Brinbeal Secondary College provides students from the Tarneit community a wide range of diverse and outstanding opportunities in an orderly and inclusive learning environment that promotes and fosters educational attainment and academic excellence for all.

Brinbeal Secondary College is a Supported Inclusion School (SIS). A SIS is a local government school with additional professional capabilities and facilities designed to cater to a higher proportion of students with disability (up to 10%). Students with a disability will be provided with enhanced support to receive high-quality, evidence-based educational provision alongside their peers without disability in a safe, accessible and supportive environment.

Brinbeal Secondary College can enrol 1,300 students, including 100 places for students with disability.

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. As a SIS school we use assisted technology, including digital technology, to enable individuals to perform tasks they would otherwise be unable to or increases the ease and safety with which tasks can be performed.

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.

Brinbeal 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 Brinbeal Secondary College

Brinbeal Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Brinbeal Secondary College School has made special arrangements with JB HiFi who offer discounted prices for the lease or purchase of devices for our students. Brinbeal Secondary 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, rather than use what is provided for free by the school.

Students are required 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
- have the minimum storage capacity and OS capabilities outlined in the school's '*IT requirements*' document

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 the General Office.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Brinbeal Secondary 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 Brinbeal 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, including eSmart and social awareness training to 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 (AUA).

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 the ICT Coordinator, 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 Brinbeal Secondary College 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.

Staff Guidelines
Social media in relation to staff relates to all social media, podcasts, digital images and video, instant messaging and mobile devices.

- Social networking sites must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites. Staff are advised to NOT accept ex-students or parents of current students as friends on personal social media sites.
- Staff and student online interaction must occur only in an educational context.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish may be public indefinitely.
- Staff online behaviour should reflect the same standards of honesty, respect, and consideration consistent with the standards that apply on school premises and in accordance with the school's values of integrity, innovation and focus.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Brinbeal College then they need to be aware that they are by definition representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values.
- Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Brinbeal Secondary College's Statement of Values and School Philosophy, Student Wellbeing and Engagement Policy, Inclusion and Diversity 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), Brinbeal Secondary College will institute a staged response, consistent with our Student Wellbeing and Engagement and other 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 processes
- discussed at staff briefings/meetings as required
- included in our staff handbook/manual
- discussed at parent information nights/sessions
- included in transition and enrolment packs
- included as annual reference in school newsletter
- discussed at student forums/through communication tools
- made available in hard copy from General Office upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation*	Consultation with the school council once they are appointed.
Approved by	Principal
Next scheduled review date	May 2025 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

* The Digital Learning Policy will be reviewed and approved by the School Council once they are appointed.

Brinbeal Secondary College Acceptable Use Agreement
School profile statement

At Brinbeal 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 Brinbeal Secondary College we:

- Have a **Student Engagement Policy** that outlines our 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:
  - Digital Technologies subjects
  - eSmart
  - Incursions including guest presenters
- 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;
  - See: Duty of Care and Supervision
- 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
  - iParent | Office of the Children's eSafety Commissioner

Brinbeal Secondary College is operating as a 1:1 school, with students expected to purchase their own devices to school – refer to the college website for minimum requirements and suggested device options. Students will be utilising Office365 and will receive personal logins for email and online Office365 applications. Please see information below regarding Office365 and privacy.

There may be times when a student does not have access to their personal device. In this circumstance, the college will have a limited supply of loan devices for use during lessons. Brinbeal Secondary College will not provide loan devices for use outside of school hours.

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 (e.g. forwarding messages and supporting others in 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 their personal details or images without their consent;
- 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 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 ICT 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.

In addition, when I use my mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Abiding by the college's Mobile Phone Policy.

- Having my device switched off and securely stored during school hours (except when approved as part of a lesson).
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

BYOD & COLLEGE-OWNED DEVICES

To ensure that I am ready for learning I agree to:
- Have my device connected to the school network and printers by the IT department.
- Download Office 365 and Adobe Creative Cloud, available free to all Victorian Government school students.
- Bring a device that is fully charged and in a protective case each day.
- Notify my teachers if I do not have a device to enable them to provide me with a loan device for the lesson if required.
- Seek support from the IT department with any connection or department provided software issues.

I understand that the following are the responsibility of parents/carers/students:
- Ensuring the device has appropriate virus protection.
- Any software issues, other than Adobe or Office 365, including viruses.
- Damage or repairs to personal devices.
- Owning a device that is primarily for student use and made available each school day.
- Data backup.
- Insurance for theft or loss of the device, the school does not have insurance to cover accidental damage to or loss of student belongings.

Parents/carers and students should be aware that files stored on a college-owned device, or on the school's server, are not private. If a college-owned device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student responsible will pay the costs of repairing the damage or if necessary the costs of replacing the borrowed device.

Signature:

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

This AUA 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:_____

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____

Office 365 Information for Parents & Students

The Department of Education and Training (Department) and Brinbeal Secondary College are using online learning services to support learning and teaching. The following information explains the use of the online services, Office 365 and provides 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

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.

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 schoolwork, 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 Department.

For more details on Office 365 visit:

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 schoolwork.
- 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 schoolwork 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 child's information?

Whilst your school provides your student's Department 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.

If upon considering the above information you have questions or concerns, please contact the General Office.
If you DO NOT want your child to have access to Office 365 online application, please contact the General Office for an Opt-Out form.