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# Digital Learning Policy

## Internet, social media and digital devices

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Echuca College on 03 5482 1133 or [echuca.co@education.vic.gov.au](mailto:echuca.co@education.vic.gov.au).

### 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 BYOD (Bring Your Own 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 Echuca 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](#).

Student use of technology is also governed by the following Echuca College policies:

- [ICT Acceptable Use Agreement](#)
- [ICT Guidelines](#)
- [ICT Policy](#)
- [Mobile Phone Policy](#)
- [Laptop Borrowing Policy](#)
- [Cyber Safety Policy](#)

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

These codes include:

- Echuca 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

At Echuca College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

### Personal Devices

Echuca College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads/tablets/notebook computers. Parents/carers are invited to purchase or lease a device for their child to bring to school.

In order to provide for families that are unable to provide a device or have yet to do so, Echuca College has a limited number of devices available for daily borrowing from the library. These can be utilized by students while at school and is governed by the Laptop Borrowing Policy available on the Echuca College website.

Echuca College has made special arrangements with the below providers, who offer discounted prices for the lease or purchase of devices for our students. Parents/Carers are free to purchase devices from any supplier that they wish and are not limited to those recommended by Echuca College.

- JB HI-FI Australia
- Centre Com Australia

Echuca College can refer parents to government or community support programs that may assist them in sourcing a device to be used by their student.

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 bag or case
- Meets the minimum specifications outlined on the Echuca College website in the [BYOD information page](#)
- Operates on the below OS versions, or later:
  - Windows 10 21H2
  - MacOS 11.7.3 or later

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 ICT Team on 03 5482 1133.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Echuca 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 our school, 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
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- provide a filtered internet service at school to block access to inappropriate content, but acknowledge that full protection can never be guaranteed
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity
- refer suspected illegal online acts to the relevant law enforcement authority for investigation.

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 ICT Acceptable Use Agreement. These can be sought from the ICT Team.

It is the responsibility of all staff & 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, they must notify the classroom teacher as appropriate, immediately. Alternatively, suspected access can be reported to the ICT Team.

Echuca College reserves the right to monitor student and staff devices while on the Echuca College network. The school reserves the right to access and monitor and messages and files stored on computer systems or applications, as necessary and appropriate, from school owned devices and services. Communications including text, images or video may be disclosed to law enforcement 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 Echuca 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), Echuca 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: [www.echucacollege.vic.edu.au](http://www.echucacollege.vic.edu.au)
- 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
- Made available in hard copy from school administration upon request.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices - Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Consultation	22 <sup>nd</sup> March 2023 – School Council
Approved by	Principal
Next scheduled review date	February 2025