

DIGITAL LEARNING POLICY

CREEKSIDE K-9 COLLEGE



Consultation	Policy last reviewed	Next scheduled review date	Approved By
School Community via Compass	22nd November 2022	November 2024	Principal

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 Bring Your Own Device Program (BYOD) (7-9 only)].
- (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 Creekside 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](#).

and Creekside K-9 College's local policy:

[Staff Responsible Use of Technology](#)

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

- [Creekside K-9 College 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 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.

Creekside 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 interconnected 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 Creekside K-9 College

Years 7 - 9

Creekside K-9 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. Creekside K-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, rather than use what is provided for free by the school.

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 256 GB of storage
- operates on Apple OS version 10.5 or Windows version 10

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 on 8363 6400

Safe and appropriate use of digital technologies

[Student Responsible Use of Technology](#)[SJ2]

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Creekside 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 Creekside 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 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

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 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.

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 Creekside K-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), Creekside 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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

ANNEXURE A: Acceptable Use Agreement

At Creekside K-9 College our Acceptable Use Agreement is located within our school diaries. Students and families are encouraged to read and sign this agreement.

Acceptable Use Agreement

Purpose

Cybersafety is an important issue for all students. By the time students arrive at school they may already be

regular and active users of digital technologies including social media tools such as Facebook.

School Profile Statement

Creekside K – 9 College recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours

is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Creekside K -9 College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

Have a Student Engagement and Wellbeing Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

Student Declaration

Communicate respectfully by thinking and checking that what I write or post is polite and respectful. This means:

- Never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- Not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- Not copying someone else's work or ideas from the internet and presenting them as my own
- Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online
- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting the privacy of others; never posting or forwarding their personal details or images without

their consent

- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorized programs, including games.

Will look after myself and others by thinking about what I share online. This means:

- Never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- Speaking to a trusted adult if I see something that makes me feel upset or if I need help.
- Speaking to a trusted adult if someone is unkind to me or speaking to a trusted adult if I know someone else is upset or scared.
- Stopping to think about what I post or share online.
- Using spaces or sites that are right for my age.
- Not deliberately searching for something rude or violent.
- Either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.
- Being careful with the equipment I use.

BYOD/Laptop Agreement and Internet Use

Creekside K-9 College offers students an array of access to computers and the Internet. We are committed

to providing electronic information services to students to support and enhance their learning, and believe

in the educational value of these electronic tools.

The Internet service is provided by the Department of Education especially to meet the needs of schools.

The internet access intended use is for educational purposes only, and the school will make every effort

to protect students from any misuses or abuses using technologies along with educating the students on appropriate use.

The responsibility for use, conveying standards and dealing with inappropriate material is a shared responsibility of students, parents/guardians and the school.

This document is designed to ensure that students and their families understand the conditions for technology use at Creekside K-9 College.

Conditions include:

1. Being responsible:

- a. Students should use technology to support their school work.
- b. Some information available on the Internet is inappropriate and unacceptable for student access.

Searching for, accessing, processing or printing of such material is prohibited.

- c. Students must not leave their devices (laptop/tablet/etc) unattended at any time in the school.

Devices are to be stored securely and/or remain with students at all times. Failure to comply may result in confiscation of the student's device.

2. Etiquette

- a. Under Commonwealth laws, it is illegal to make improper use of telecommunications services, including their use in a way which may be regarded as offensive or menacing to another person.
- b. Students must at all times behave in an ethical and legal manner, and must be polite.
- c. Students must be respectful and accurate in their communication with others.
- d. Students should remember that the school has the technology to monitor and filter for offensive language.

3. Maintain Privacy

- a. Students should avoid including any personal details such as full name, home address or phone numbers.
- b. The privacy of teachers, fellow students and family members should also be respected.

4. Information sources

- a. Information published on the Internet may not necessarily be accurate, and may misrepresent a

person or situation. Students should take care in their use of all information.

b. All students must abide by copyright laws. Students should not break copyright laws by copying, downloading, and/or redistributing another person's work, and should not use another person's work without permission or without correctly acknowledging them.

c. Any student found to have inappropriately used the Internet facilities will have their access withdrawn, and may be subject to further disciplinary action by the school

Definition of Digital Technologies (All levels)

This Acceptable Use Agreement applies to digital technologies, social media tools and learning

environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

a. School owned ICT devices (e.g. desktops, laptops, printers, scanners)

b. Email and instant messaging

c. Internet, Intranet

d. Social networking sites (e.g. Facebook, SuperClubsPLUS)

e. Video and photo sharing websites (e.g. Picasa, Youtube)

f. Blogs

g. Micro-blogs (e.g. Twitter)

h. Forums, discussion boards and groups (e.g. Google groups, Whirlpool)

i. Wikis (e.g. Wikipedia)

j. Vod and podcasts

k. Video conferences and web conferences.

Disciplinary Process

- If students do not use their electronic device/s in accordance with the Acceptable Use Policy the device

will be disconnected from the school network until further notice

- All future instances will face consequences as sanctioned by the school Leadership Team. In this

instance, the student will have their electronic device confiscated and returned to the parent/guardian upon request.

Mobile Phone Policy

Rationale:

The purpose of this policy is to ensure the College provides clear advice on the use of mobile phones and personal electronic devices.

Creekside K-9 College acknowledges that mobile phones may be used as a safety measurement out of school hours for children who travel alone, on public transport or commute long distances to school.

Parents are reminded that in cases of emergency, the school office remains the only point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

If students bring electronic devices such as: mobile phones, MP3 players, iPods, iPads, smart watches or similar devices, the College takes no responsibility if they are lost, damaged or stolen. This policy applies to situations in which students are offsite but still under the College's Duty of Care (eg: camps, excursions etc).

Electronic Devices equipped with cameras (still and video) must not be used:

- In banned spaces for example changing rooms, toilets, gyms and swimming pools
- To film people and their activities without their knowledge or permission.
- To send harassing or threatening messages.

Parent/Guardian

Name.....
.....

Signature.....
..... Date: __/__/__

Student

Name.....
.....

Signature.....
..... Date: __/__/__