

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 Boronia K-12 College on 03 9760 4900 or boronia.k12@education.vic.gov.au.

PURPOSE

To ensure that all students and members of our school community understand:

- 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 Bring Your Own Laptop program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Boronia K-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:

- Boronia K-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.

POLICY

Vision for digital learning at our school

Teaching digital literacy skills and exposing students to various digital learning tools aims to inspire creativity, enhance skills as writers, and encourage personal expression and innovation. The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Our selection of devices at each year level is purposeful and designed to scaffold the students abilities and give them opportunity to explore a range of devices, software and programs. Because digital technology is constantly evolving, the focus is not on teaching the tools themselves, but on teaching our students to critically assess the tools. Students are then better able to choose the appropriate tool (digital or not) to extend and transform their learning and share what they have learned more creatively.

Our F-2 students engage with shared iPads. They use the different features of the iPad to explore a range of innovations – from taking photos of their work to exploring recording as well as carefully selected applications that enable targeted, personalised learning experiences to help build fluency and accuracy skills across the curriculum.

Our Years 3-4 students have an allocated laptop which is networked and stored at school. They explore concepts of cyber safety as well as the Office 365 suite of programs to enhance their classroom program.

Our Bring Your Own Device Program (BYOD) begins in Year 5 where they are expected to maintain their laptop independently, including charging and bringing to and from school. Self-Management skills as well as further exploration of the Office 365 suite for digital learning and applications continue to be developed. These devices are also used in all facets of the curriculum where appropriate.

Themes of academic honesty and the appropriate use of technology are investigated throughout our units of inquiry to develop students' social and moral responsibilities online. Digital citizenship is taught through the broader curriculum. We believe it is important to teach children to be aware of their digital footprint, and that computers and technology are tools for creation rather than just for consumption.

We have state of the art Information Technology resources including; computers located in a dedicated computer lab and each classroom is equipped with an interactive whiteboard.

Boronia K-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 safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices

Boronia K-12 College operates a Bring Your Own Device (BYOD) program from Year 5 where content delivery is supported by a laptop.

Parents/carers are invited to purchase a device for their child to bring to school. Boronia K-12 College has made special arrangements with Learning With Technologies who offer discounted prices, warranties and purchasing options for the purchase of devices for our students. Boronia K-12 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
- Meets the minimum requirements
 - Intel Celeron or better processor
 - 8GB of Ram or more
 - Wireless Capability
 - A full version of Windows 10 is highly recommended that is fully patched and is being kept up to date
 - A working anti-virus (Norton, AVG, etc.) that is up to date

All students must also adhere to Classroom Laptop Protocols and must take note of and comply with the Acceptable Use Agreement (attached)

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 Assistant Principal Cassandra Wright Cassandra.wright@education.vic.gov.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Boronia K-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 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
- 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 Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- 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
- 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
- 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.

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 classroom teacher and/or IT Department as appropriate, 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.

Upon enrolment, parents / carers are asked to sign a multimedia permissions form to consent to their child's name, photograph etc to be shared via social media and / or on the school website. If level of consent changes, parents /

carers must contact the Administration Office to rectify

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 Boronia K-12 College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. This is in conjunction with the Classroom Laptop Protocols and Acceptable Use Agreement.

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), Boronia K-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.

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
- Discussed at parent information nights/sessions (such as Year 7 Information Evening / BYOD presentation for Year 4 parents / carers)
- Included in transition and enrolment packs
- 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	09/05/2024
Consultation	Approved by School Council – 17/06/2024
Approved by	Principal
Next scheduled review date	May 2026