DIGITAL LEARNING
(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 EAL Coordinator or a member of the Principal Team.

PURPOSE

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

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at college including the BYOD Program.
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
(c) the college'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 college'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 college follows and implements when using digital technology
(f) our college prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Kurunjang 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 Colleges and
- Social Media Use to Support Student Learning.

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

- Kurunjang 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 (college 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 college

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.

Kurunjang Secondary College believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our college'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 Kurunjang Secondary College

Kurunjang Secondary College operates a Bring Your Own Device (BYOD) program. Our College BYOD Program is governed by our BYOD Policy and Acceptable Use Agreement. Classes at our college are delivered with the use of notebook computers.

Parents/carers are invited to purchase a device for their child to bring to college. Kurunjang Secondary College can refer parents and carers to any retail outlet that sells a device that is Windows 11 capable, if they wish to purchase a device for their child to own, rather than use what is provided by the college.

Kurunjang Secondary College is a PC school and as such prefer PC devices however Apple Products, Chromebooks/ Android will not be accepted.

Students are invited to bring their own device to college each day to be used during class time for different learning activities. When bringing their own device to college, students should ensure that it:

- Is fully charged each morning and has a reasonable battery life
- Is brought to college in a protective case

Please note that our college 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 College on 9743 9211.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kurunjang 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 Kurunjang 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 college work
- 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, such as Years 7 and 8 Information Technology.
- 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 College'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 college work
- 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 college to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- may 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/college portal and information sessions.

Distribution of college owned devices to students and personal student use of digital technologies at college 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 classroom teacher, house teams, and or the IT Department immediately.

All messages created, sent, or retrieved on the college's network are the property of the college. The college 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 college 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 college becomes aware that a student at the college 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 College Executive Team 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 Kurunjang Secondary 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 college community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Kurunjang Secondary 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

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- removal of printing privileges
- other consequences as outlined in the college's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

This policy will be communicated to our college community in the following ways

- Available publicly on our college'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
- Included in transition and enrolment packs
- Included as annual reference in college newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from college administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	13/06/2024
Consultation	Technology Management Team (TMG) 23/06/2024
Approved by	Ms. Kelsy Ryan Acting Assistant Principal College and Student Operations 24/06/2022
Next scheduled review date	June, 2025