



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 Edenbrook Secondary College reception.

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 or insert other appropriate programs as relevant to your school]
- (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 at Edenbrook Secondary College.
Staff use of technology is governed by the Department's Acceptable Use Policy

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

POLICY

Vision for digital technology at our school

The school has been designed to ensure that Information Communications Technology is used extensively throughout and that people are connected together, across, up and down in our school. The digital technology infrastructure will allow for a BYOD 1:1 learning and teaching environment with all students and staff using individual devices. All learning spaces and office areas will allow individual access to the computer network and by using new technology we will also have a wireless service providing efficient and fast wireless access to the network for all users anywhere within the school, internal and external spaces. Interactive projectors or television screens will be used across the school. It is planned that staff and students will be able to gain access to the school network and intranet on demand, anywhere, anytime access. To maintain the network and associated equipment our ICT technicians will be housed in the Library and will be the first point of call for staff and students.



Edenbrook Secondary College understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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. Use of technology will complement the state of the art facilities that have been designed to complement the delivery of the curriculum and learning at the school.

Edenbrook 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 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.

Classes at Edenbrook Secondary College are delivered with the use of notebooks. Students must bring a charged notebook to school each day to be used during class time for different learning activities. When not being used for class they must be stored securely in their assigned locker. Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased notebook with them to school each day. Edenbrook Secondary College has special arrangements with JB Hi-Fi who have an online portal that offers discounted prices for the lease or purchase of notebooks for Edenbrook Secondary College students.

DEVICE MINIMUM SPECIFICATIONS

Device Specifications that **must** be met if you intend to bring your own device:

- Internal hard disk must have at least 120GB of storage
- Screen size must be above 10" and no more than 16".
- Laptop must be able to hold charge for the entire day (we will not support charging during school).
- Protective cover and carry case.

We highly recommend devices currently under warranty and have insurance that covers accidental damage. Laptop screens are the most commonly damaged component and are often more expensive to replace than the cost of the insurance.

PC

Must have Windows 10.

Must have Antivirus software installed and up to date.

Mac

Must have OS X 10.11 or newer.

Must have Antivirus software installed and up to date.

Please note that our school does not have insurance to cover accidental damage to students' notebooks, and parents/carers are encouraged to consider obtaining their own insurance for their child's notebook.

Edenbrook Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access notebooks for schoolwork. We also have a number of spare notebooks that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the Assistant Principal.



Safe and appropriate use of digital technologies is emphasised at Edenbrook Secondary College. Students who enrol at the school in Year 7 are given explicit instructions in the setting up and use of their notebooks as well as clear guidance on the school's expectations of the use of the devices. The school will provide cyber safety via <https://www.esmart.org.au/esmart-schools/> to assist students to make appropriate decisions when online. External providers will deliver programs to students as required. Where necessary, Student Wellbeing will provide individualised support to students as well as offering support to families.

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Edenbrook Secondary College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age. Teachers govern their classrooms and determine which devices, if any, are to be used in classes at any time.

At Edenbrook Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including Cyber Hound
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student 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 technology at school
- 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 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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.

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 Mentor Teacher/Head of House/House Leader, or member of the Principal team 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.



Student behavioural expectations:

- Personal mobile devices are the responsibility of the student and they are permitted to carry and use personal portable communication devices (NOT MOBILE PHONES) at school at their own risk. This privilege is subject to the right of the teacher to disallow the use of the device in his/her class.
- Devices must always be set in silent mode in class so that they do not interrupt teaching and learning.
- Earbuds must not be used in class unless for the express purpose of listening to educational material and/or with the consent of the teacher.
- Devices should be off or closed, unless they are being used for the class. The teacher must expressly issue an instruction that devices can be used.
- Online collaboration as part of classroom interaction will be encouraged providing student and staff privacy is protected and sites are not public
- Online collaboration between parents and the College will be encouraged with increased use of the College's online system.
- Electronic communication between people should reflect the same standards of courtesy, respect and professionalism that are expected in other forms of communication
- All students and parent/guardians will commit to Acceptable Use Agreements on enrolment at the College.
- If parents and students make contact via personal devices during school time with regard to illness or absence from class, the student must report to the General Office.
- Recording video, audio or photographic images of others without the express consent of those represented in the recording is prohibited.
- Video, audio or photographic images recorded with consent, must not be published without the express consent of the person/s involved and, if the person/s is/are under the age of 18, written parental consent is required
- Unless explicitly permitted by the teacher, digital devices are prohibited for use during Common Assessed Tasks (CATs) or School Assessed Classwork (SACs). As a consequence, teachers are required to ensure all such devices are inaccessible. This will include the closure of all laptop devices.

When using digital technologies, students are expected to behave in a way that is consistent with Edenbrook 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 school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Edenbrook Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*. As a school we take very seriously any breaches of the Student Code of Conduct or the Bullying Prevention Policy or any behaviour's which interrupt the learning environment making it hard for students to learn or staff to teach.

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 and on Compass
- Included in staff induction [and child safety training](#) processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	Parent consultation in 2022 Staff consultation in 2023
Approved by	Principal
Next scheduled review date	May 2025



ANNEXURE A: ACCEPTABLE USE AGREEMENT

Edenbrook Secondary College works as a community to support and educate students to be safe, responsible and ethical users of digital technologies. Student behaviours and expectations of use are made known to all members of our community.

School profile statement

At Edenbrook 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 School'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 our School we:

- Have a [Student Engagement Policy](#) that outlines our school's 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. This includes e-smart training for students as well as specific instruction on expectations when students commence at the school in Year 7.
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- 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;

Duty of Care and Supervision

- (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- 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 care-givers 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 (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- iParent | Office of the Children's eSafety Commissioner (<https://www.esafety.gov.au/education-resources/iparent>)



This section described standard expected behaviours when using digital technologies. All students must agree to this prior to being allowed to access the school's digital platforms. Parents/Guardians are also required to acknowledge that they have read and agree to this declaration.

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;
- 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 behavior;
- 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;
- 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;
- Nor attempting to log into the network with a user name or password of another student.

Signature

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

I understand that there are actions and consequences established with the schools [Code of Conduct](#) if I do not behave appropriately.

Student name:

Student signature:

School contact name for support and /or agreement:

Ainslie Waters (Assistant Principal)
School contact no: 03 5943 9200

Parent/Guardian Name:

Parent/Guardian Signature:

Date: