



WEDDERBURN
COLLEGE

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL)

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 and staff at Wedderburn College.

Wedderburn 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:

- Wedderburn 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.

Example School 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 at Wedderburn College

BRING YOUR OWN DEVICE (BYOD)

Wedderburn College uses a BYOD (Bring Your Own Device) program. Wedderburn College balances the use of computers with the requirements of the Victorian curriculum with a mindfulness of the benefits of reducing screen time for children and young adults.

At Wedderburn College students in:

- Years F-4 : have access to class sets of notebooks and iPads
- Years 5&6: have the option to purchase their own laptop (BYOD)
OR borrow or device through the College Netbook Program
- Years 7-12: are required to purchase their own laptop (BYOD) and have it at the beginning of Term 1 in Year 7, and every year thereafter

To help students and parents with purchasing their BYOD, the school suggests some specifications for notebooks (allowing parents to shop about, especially during 'sales time'). There is the option to purchase via the BYOD Portal which lists school approved Notebooks.

Suggested Notebook Specifications

- Operating System: Windows 10 or newer
- CPU: Intel i3, equivalent or better (please note high end Pentium processors combined with an SSD Hard drive will be able to handle school requirements)
- RAM/Memory: 4GB or more
- Storage: 128GB or larger. Solid State Drives (SSD) is preferred.
- Screen Size: 11 inches or larger
- Suggested warranty of 2 years or more
- A Laptop Bag is essential
- Battery life of 5hrs or more
- AntiVirus software is required before computers are allowed on the school's wireless network

Please note: Students are able to access a free copy of Microsoft Office 365 by using their school email address at:

<https://www.microsoft.com/en-au/education/students/default.aspx>

Some subjects (especially in VCE) may require computers with greater performance options eg photography, arts, multimedia, etc. We would encourage getting devices with higher specifications.

Apple MacBook's can work at school but students need to be aware how these machines are different, especially if using them for the first time.

Student use of their device and the resources of the school are subject to general behavioural expectations, the Digital and Mobile Technologies policy, the Internet User Agreement, and all other College Policies.

Families who may find it difficult to procure a suitable device for their child are requested to contact the College Business Manager or the Assistant Principal to discuss options.

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 Wedderburn College on 54943011

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Wedderburn 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 Wedderburn 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 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 and the strategies that can be implemented at home through regular updates in our newsletter, information sheets, website/school portal and information sessions.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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.

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 Example School'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), Wedderburn 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
- Discussed at student forums/through communication tools

Made available in hard copy from school administration upon request

POLICY Review and approval

Policy last reviewed	June 2023
Consultation	School Community: ongoing consultation with the school community via an offer to provide feedback on child safety policies and procedures as outlined on our website.
Approved by	Principal
Next scheduled review date	June 2025

STUDENT COMPUTER NETWORK and INTERNET USE AGREEMENT

Introduction

- Computers and related equipment are a major part of classroom learning.
- Students are encouraged to use Learning Technologies with the following in mind:
- Care should be taken when handling equipment to avoid damage being done.
- Each student should be responsible (with teacher support) for their own computer folders, and files, and should not interfere with anyone else's files or folders, or with the programs on any computers.

Internet use (website searching & use, web site publishing, e-mail)

- I agree to allow my child/ren to access the Internet within areas specified by the classroom teacher, (and quality-assured and available through Department of Education's website or other sources approved by the College.)
- I have reinforced to my child/ren that they are not to use the Internet or networks at the College to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the College or infringe the Student Code of Conduct within the Student Engagement Policy. Such sites include those containing pornography, terrorist or racist material, extreme violence or the promotion of drug use. If such sites are accidentally accessed, students should take immediate action to leave that site.
- I understand that all incoming e-mail correspondence may be checked by a member of the College staff before being given to students and that no student should read any other user's e-mail.
- I have explained to my child/ren the need for courtesy and appropriate language when communicating on the Internet and the importance of reporting to the teachers any inappropriate communication to them or if they encounter any material on the web that makes them feel uncomfortable at any time.

We understand that use of the Internet or College network to transmit disrespectful, inaccurate or inappropriate language or material or to menace or harass others will not be tolerated. We further understand that 'free play' on the Internet or College network is unacceptable and that use of e-mail for other than educational purposes is not allowed. I have reinforced to my children that they should not reveal their Internet password to others.

- My child/ren is/are aware that they should never give out personal information, including his/her phone number, last name or home address when using the Internet. They are also aware that they are not to distribute names, addresses, credit card details or telephone numbers (either their own or that of others) via the Internet or College network unless required by the College to do so.
- We understand and agree that we accept responsibility in regard to copyright protected material and plagiarism and my child/ren will not attempt to present somebody else's work as their own. Work belonging to others on the network must not be deleted, altered or copied.
- My child/ren will not download and redistribute software, games, music, graphics, videos or text and they understand that copyright breaches are serious legal offences.
- I have explained to my child/ren that illegal software, shareware or freeware should not be installed or used on the network. This includes screensavers, games and viruses.