Lorne P-12 College

Digital Learning
(Internet, social media and digital devices) Policy

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 Bring Your Own Device (BYOD) program, as well as school devices.
(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

SCOPE

This policy applies to all students, staff, school council members and visitors at Lorne P-12 College.

The use of technology at Lorne P-12 College is also governed by the following policies:

- Lorne P-12 College - Bring Your Own Device (BYOD) Policy
- Lorne P-12 College - Mobile Phone Policy
- Lorne P-12 College - Digital Learning Acceptable Use Agreement
- Department of Education - Acceptable Use Policy for ICT Resources
- Department of Education - Cybersafety and Responsible Use of Digital Technologies
- Department of Education - Digital Learning in Schools
- Department of Education - 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:

- Lorne P-12 College - 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, websites and systems that students and teachers use for learning and teaching; this includes Department-provided, school provided, or privately owned.

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.

Lorne P-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 at Lorne P-12 College

Lorne P-12 College operates a Bring Your Own Device (BYOD) program.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. Before being permitted to use their own device to school, students and parents/carers must first:

- Check that your device meets the minimum requirements for school use as specified in the school's Bring Your Own Device (BYOD) Policy
- Read and agree to the conditions and responsibilities outlined in the school's Bring Your Own Device (BYOD) Policy
- Complete and return the Bring Your Own Device (BYOD) Acceptable Use Agreement
- Complete and return the Digital Technologies Acceptable Use Agreement

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 Carly Stafford, (03) 52 891585

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lorne P-12 College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Lorne P-12 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 to responsible use 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 Esmart and Bully stoppers 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 and consequences for inappropriate behaviour.
- have a Digital Learning Acceptable Use Agreement outlining the expectations of students when using digital technologies
- 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, but acknowledge that full protection from inappropriate content can never be guaranteed
- 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 Digital Learning Acceptable Use Agreement form.

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 IT staff, 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 any devices or 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.

Use of generative Artificial Intelligence tools in Victorian government schools

Any use of generative Artificial Intelligence (AI) tools like ChatGPT, BingChat and Dall-E 2 by staff, or students at the direction of staff, must comply with the Department of Education's [Cybersafety and Responsible Use of Digital Technologies](#) and [Privacy and Information Sharing](#) policies. Use of generative AI tools must also comply with any terms set out by the provider of the tool. For use with students, this may include an age limit. Terms can vary between different tools. Schools must obtain opt-in consent from parents and carers before using ChatGPT or any other generative AI tool that requires personal information beyond provision of their school email address and creation of a password (for example, name or phone number) for registration. Where schools choose to use generative AI tools, staff and students must be directed not to load any personal information about students or staff onto the digital platform (for example, student names, reports, personal histories, contact details and photos). Staff must also be directed to not enter any information about the school that could be sensitive (for example, student assessment data and student attendance records). This is because content may be used and reused by the platform and its users.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Lorne P-12 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), Lorne P-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.
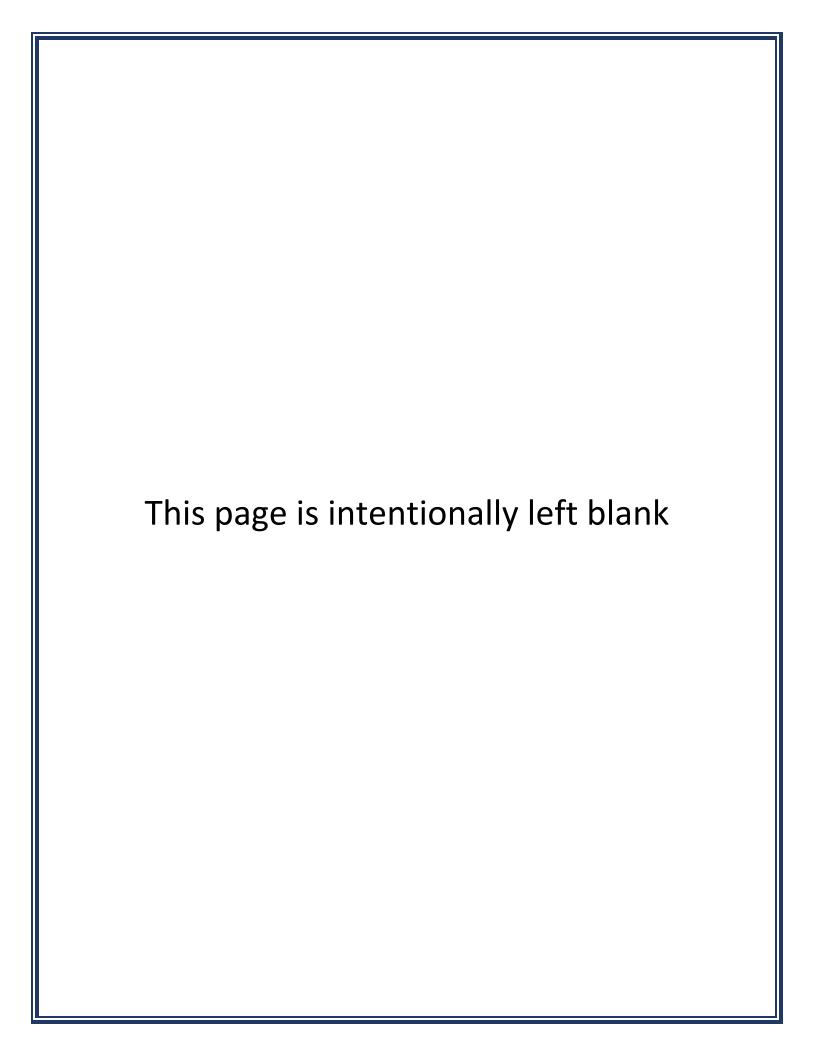
COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction 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 school newsletter
- Discussed at student forums/ through communication tools
- Made available in hard copy from the school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Consultation	IT coordinator & School Council
Approved by	Principal and School Council
Next scheduled review date	August 2024

Our policies and Acceptable Use Agreements are available on the school website and from the school. Please contact the office on (03) 52 891 585 or *lorne.p12.co@education.vic.edu.au****.***

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Digital Learning Acceptable Use Agreement

This Agreement is to be signed by both the student and parent/guardian.

Student declaration

When I use digital technologies at home or school, 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 writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- 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
- Abiding by the terms and conditions (e.g. age restrictions, parental consent requirements) of websites I access.
- 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 username or password of another student
- Not bringing to school or downloading unauthorised programs, including games.
- Not using streaming media services such as Spotify, Youtube, Vimeo, TV, etc, for personal use without explicit permission from my teacher
- Not attempting to bypass internet filtering through the use of proxy bypass, Virtual Private Network websites/apps, mobile phone hotspot or other personal internet connection.
- Not using digital technologies to access/share/possess any content that violates the **Student Wellbeing and Engagement Policy**

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times, by:

- Complying with the schools **Mobile Phone Policy**
- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages)
- Keeping the device on silent during all times; (except for approved learning purposes)
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/ uploading them to online spaces

I Agree to the following

- This **Digital Learning Acceptable Use Agreement** applies when I am using any digital technologies at school, at home, during school excursions, camps and extra-curricular activities.
- I have read and agree to the **Digital Learning (Internet, Social Media and Digital Devices) Policy**
- I have read and agree to the **Digital Learning Acceptable Use Agreement (This document)**
- I agree to comply with any changes to these polices/documents that may occur.
- I understand that there are actions and consequences established within the school's **Student Wellbeing and Engagement Policy** if I do not behave appropriately.
- I understand that my device may be inspected by school staff, and that failure to follow the **Digital Learning Acceptable Use Agreement** may result in restriction or suspension of network access, suspension from school, or police intervention where required by law.
- If using a BYO device, I also agree to comply with the terms of the **Bring Your Own Device (BYOD) Policy**

Student Name				
Student Username (eg. ABC0001)		Email Address		@schools.vic.edu.au
Student Signature			Date	

Parent/Guardian declaration

- I have read and agree to the **Digital Learning (Internet, Social Media and Digital Devices) Policy**
- I have read and agree to the **Digital Learning Acceptable Use Agreement (This document)**

Parent/Guardian Name			
Parent/Guardian Signature		Date	