BUCKLEY PARK COLLEGE
Digital Learning

Developed: September 2014   Revised: June 2024   Review Date: June 2026

Endorsed by school council 17/06/2024

Help for non-English speakers
If you need help to understand the information in this policy, please contact a member of the Principal class on 9331 9999

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 Buckley Park 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 and students also follow our school's Acceptable Use Policy accessed through the school website. Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Buckley Park 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

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.

Buckley Park 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 Buckley Park College

- Buckley Park College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers. **Android Tablets, Chromebooks and iPads are not accepted.**

Parents/carers are invited to purchase or lease a device for their child to bring to school. Buckley Park College has made special arrangements with JB Hifi who offer discounted prices for the lease or purchase of devices for our students. Buckley Park 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
- Is brought to school in a protective case
- Wireless Compatibility: Device must have 5GHz 802.11n support
- operates on OS version 10 or later. macOS 10.11 or newer

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 consults the school website under Digital Learning.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Buckley Park 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 Buckley Park 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.
- 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 the ICT support 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 Buckley Park 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), Buckley Park 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
- Available on Compass through School documentation
- Included in staff induction and child safety training processes
- Acceptable use of Technology included in student diaries so that it is easily accessible to parents, carers and students.

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's 2 yearly review cycle or if guidelines change.

Appendix A: Acceptable Use Agreement
Acceptable Use Agreement for the use of Digital Technologies within the School

School profile statement
At Buckley Park College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:
● have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
● educate our students to be safe and responsible users of digital technologies. This is covered as part of both the Year 7 Digital Technology and Year 9 Health curriculum. The eSmart initiative supports this work.
● supervise and support students when using digital technologies within the classroom and when working in online spaces
● provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed

Student declaration
When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:
● be a safe and responsible user whenever and wherever I use that technology and be respectful in how I talk to and work or socialise with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
● protect the privacy of others and never post private information about another person.
● report to an adult if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour

When at school I agree to:
● behave according to the school's expectations and rules
● protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, images and the name of the school
● use appropriate language when talking to and working with others online and never participate in hate mail or acts of harassment
● use the internet at school for educational purposes and use the equipment properly
● use social networking sites for educational purposes and only as directed by teachers
● not deliberately enter or remain in any site that has obscene language or offensive content (including racist material or violent images)
● abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
● think about how I use content posted on the internet and not simply copy and paste information from websites
● not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
● not reveal my password to anyone
● not bring or download unauthorised programs, including games, to the school or run them on school computers

- talk to my teacher or another adult if:
    - o I need help online
    - o I feel that the welfare of other students at the school is being threatened
    - o I come across sites which are not suitable for our school
    - o someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.

If I decide to bring a mobile phone to school, I will ensure that it is locked in my locker from 8:50 to 3:05 each day.
- I will not take my mobile phone to any class unless express, written permission has been given to me
- I will not take my phone out of my locker until the end of the day
- I will not use my phone during the day unless I have been given permission by my Year Level Coordinator or a member of the principal class

When I use my BYO Device, I agree to:
- use it for learning purposes as directed by my teacher
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.

When using a camera I will:
- only take photos and record sound or video when it is agreed by the teacher to be part of a class or lesson
- seek permission from individuals (including teachers) involved before taking photos, recording sound or videoing them
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- respect others when I talk to and work with them online and never write or participate in online bullying
- seek teacher permission before uploading any content to websites

The Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities. On school camps, mobile devices (mobile phones) will only be allowed if they are considered necessary to the safety of the camp. This will be documented in the camp Risk Management document. If the mobile phone is taken to camp it will need to be given to the teacher in charge by the time decided each evening. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

The Acceptable Use Agreement terms are advised by, and should be read in conjunction with two key school policies - the Learning Technology Policy, Mobile Phone Policy and Student Engagement and Wellbeing Policy. Copies of these policies are available on the school website and Compass.

I have read this Acceptable Use Policy carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet access privileges being suspended or revoked according to the School's expectations and rules.

Acceptance of this agreement must be done through Compass.

If as a parent or student you have any concerns about this agreement or internet safety in general, contact either the school or NetAlert Australia's internet safety advisory body on 1800 880 176 or visit http://www.netalert.gov.au/ or www.cybersmart.gov.au.