

# DIGITAL LEARNING POLICY

## (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 General Office.

### 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
- (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 Brinbeal 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 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:

- Brinbeal 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](#) (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.

## CONTEXT STATEMENT

Located in the Wyndham growth corridor of Tarneit, Brinbeal Secondary College provides students from the Tarneit community a wide range of diverse and outstanding opportunities in an orderly and inclusive learning environment that promotes and fosters educational attainment and academic excellence for all.

Brinbeal Secondary College is a Supported Inclusion School (SIS). A SIS is a local government school with additional professional capabilities and facilities designed to cater to a higher proportion of students with disability (up to 10%). Students with a disability will be provided with enhanced support to receive high-quality, evidence-based educational provision alongside their peers without disability in a safe, accessible and supportive environment.

Brinbeal Secondary College can enrol 1,300 students, including 100 places for students with disability.

## 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. As a SIS school we use assisted technology, including digital technology, to enable individuals to perform tasks they would otherwise be unable to or increases the ease and safety with which tasks can be performed.

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.

Brinbeal 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 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 Brinbeal Secondary College

Brinbeal Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Brinbeal Secondary College School has made special arrangements with JB HiFi who offer discounted prices for the lease or purchase of devices for our students. Brinbeal Secondary 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 required 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
- have the minimum storage capacity and OS capabilities outlined in the school's 'IT requirements' document

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 the General Office.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Brinbeal 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 Brinbeal 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 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 social awareness training to 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
- 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 (AUA).

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 Coordinator, 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 Brinbeal Secondary College 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.

### **Staff Guidelines**

Social media in relation to staff relates to all social media, podcasts, digital images and video, instant messaging and mobile devices.

- Social networking sites must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites. Staff are advised to NOT accept ex-students or parents of current students as friends on personal social media sites.
- Staff and student online interaction must occur only in an educational context.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish may be public indefinitely.
- Staff online behaviour should reflect the same standards of honesty, respect, and consideration consistent with the standards that apply on school premises and in accordance with the school's values of integrity, innovation and focus.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Brinbeal College then they need to be aware that they are by definition representing the entire school community. Staff should ensure that content associated with them is consistent with their work at the school and the school's values.
- Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

## Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Brinbeal Secondary College's Statement of Values and School Philosophy, Student Wellbeing and Engagement Policy, Inclusion and Diversity 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), Brinbeal Secondary College will institute a staged response, consistent with our Student Wellbeing and Engagement and other 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 General Office upon request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation*	Consultation with the school council once they are appointed.
Approved by	Principal
Next scheduled review date	May 2025 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

\* The Digital Learning Policy will be reviewed and approved by the School Council once they are appointed.








## ANNEXURE A: Digital technology at Brinbeal Secondary College

### Information for parents

#### Our commitment to the responsible use of digital technology






At Brinbeal Secondary College, we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

#### What we do

	<p><b>We set clear expectations</b></p> <ul style="list-style-type: none"> <li>• We have clear expectations about appropriate conduct using digital technologies.</li> <li>• Our <b>Mobile Phone Policy</b> outlines our school's expectations relating to students using mobile phones during school hours.</li> <li>• We have clear and appropriate consequences when students breach these expectations, in line with our <b>Student Wellbeing and Engagement Policy</b>.</li> </ul>
	<p><b>We teach appropriate conduct</b></p> <ul style="list-style-type: none"> <li>• We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li> </ul>
	<p><b>We partner with families</b></p> <ul style="list-style-type: none"> <li>• We work with parents and carers to understand the digital technology-related issues they are facing at home. We support them with information and tools that help.</li> </ul>
	<p><b>We provide access to technology</b></p> <ul style="list-style-type: none"> <li>• We provide access to educational software for students to use: Education Perfect, Microsoft 365, Adobe Creative Cloud, Mathspace, Career Tools and Banqer High.</li> <li>• We create student email accounts which are non-identifiable.</li> </ul>
	<p><b>We supervise digital learning</b></p> <ul style="list-style-type: none"> <li>• We supervise students using digital technologies in the classroom, consistent with our duty of care.</li> <li>• We use clear protocols and procedures to protect students working in online spaces</li> </ul>
	<p><b>We take appropriate steps to protect students</b></p> <ul style="list-style-type: none"> <li>• We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li> <li>• We may access and monitor messages and files sent or saved our network, if necessary and appropriate.</li> </ul>
	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>• We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li> <li>• We refer suspected illegal online acts to the police.</li> </ul>

How parents and carers can help

*Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.*

	<p><i>Establish clear routines</i></p> <ul style="list-style-type: none"> <li>• <i>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include:</i> <ul style="list-style-type: none"> <li>○ <i>Requiring devices to be used in a common area, such as a living room or study area</i></li> <li>○ <i>Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</i></li> </ul> </li> </ul>
	<p><i>Restrict inappropriate content</i></p> <ul style="list-style-type: none"> <li>• <i>Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content.</i></li> <li>• <i>Consider restricting the use of apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</i></li> </ul>
	<p><i>Talk about online safety</i></p> <ul style="list-style-type: none"> <li>• <i>Talk with your child about the importance of protecting personal information, recognising online scams, and understanding and adjusting privacy settings on social media.</i></li> <li>• <i>Encourage your child to talk to you or another trusted adult if they feel unsafe online.</i></li> </ul>
	<p><i>Model responsible and balanced technology use</i></p> <ul style="list-style-type: none"> <li>• <i>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face.*</i></li> <li>• <i>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</i></li> </ul>
	<p><i>Work with us</i></p> <ul style="list-style-type: none"> <li>• <i>Let your child's teacher know about concerns you have regarding their technology use</i></li> <li>• <i>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</i></li> <li>• <i>Ensure your child does not have VPN installed on their computer to bypass our internet restrictions.</i></li> </ul>
<p><b><i>*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>no more than 2 hours of sedentary recreational screen time per day</i></b></li> <li>• <b><i>avoiding screen time 1 hour before sleep</i></b></li> <li>• <b><i>keeping screens out of the bedroom.</i></b></li> </ul> <p><small><i>Source: Australia's physical activity and sedentary behaviour guidelines, <a href="https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years">https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-children-and-young-people-5-to-17-years</a>.</i></small></p>	

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [advice for parents](#), and outlines available [counselling and support services](#).

## ***Personal devices at Brinbeal Secondary College***

*Brinbeal Secondary College operates a Bring Your Own Device (BYOD) program. Parents/carers are invited to purchase or supply a device for their child to bring to school. We have made special arrangements with JB Hi-Fi and Reboot IT who stock devices that meet our minimum specifications for our students.*

### ***Technical specifications for BYOD devices***

*To ensure smooth and reliable technology access and student support, we have set the following technical specifications for all personal devices. If purchasing or supplying a personal device to use at Brinbeal Secondary College, please ensure that it complies with the following specifications:*

#### **Minimum Specifications Windows Computers:**

- Intel or AMD (2 or 4 cores) processor
- Battery life of 7 hours to ensure it lasts the school day
- Screen size should be at least 10 inch but 12 inch or bigger may be more comfortable when working for long periods
- 8GB RAM minimum to enable use of Adobe Creative Cloud
- Hard drive capacity of 256MB or higher
- Microsoft Windows 10 or later

#### **Minimum Specifications MacBook:**

- Any model 2020 or later
- Battery life of 7 hours to ensure it lasts the school day
- 8GB RAM minimum to enable use of Adobe Creative Cloud
- Hard drive capacity of 256MB or higher

**Please note:** staff use Windows computers and the College utilise Microsoft 365 applications. Students with MacBooks are expected to have a high level of competence with these computers.

***It is strongly recommended that all devices have a protective case, cover or bag.***

### ***Behavioural Expectations – Personal devices***

*When bringing a personal device to schools, students must ensure that:*

- *it is fully charged each morning*
- *it is carried to school with appropriate care in a carry case and stored in lockable storage when not in use*
- *any physical device damage is immediately reported and if necessary, repaired*
- *it is clearly labelled with the student's name and class*

### ***Supports and services provided***

*Brinbeal Secondary College will provide the following technical support services for personal devices brought to school:*

- *Support to access software: Microsoft 365, Adobe Creative Cloud*
- *Connecting devices to the internet*
- *Providing student log-in credentials to access the schools network, including a school email account*
- *Access to printing*

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 the College Office.*



## For students

### What we expect

Below are our expectations of students at Brinbeal Secondary College when using digital technologies.

<p><b>Be safe</b></p> 	<p><b><i>At Brinbeal Secondary College, we protect personal information and keep safe online.</i></b> We do this by:</p> <ul style="list-style-type: none"> <li>• Not sharing our password or using someone else's username or password.</li> <li>• Logging out of our devices when they are not in use.</li> <li>• Restricting the personal information we post online, including images and videos.</li> </ul>
<p><b>Be respectful</b></p> 	<p><b><i>At Brinbeal Secondary College, we are kind and show respect to others when using technology.</i></b> We do this by:</p> <ul style="list-style-type: none"> <li>• Acting with kindness and never bullying or impersonating others online.</li> <li>• Thinking about how our words might make others feel before we say or write them.</li> <li>• Only taking photos or recordings of others when they are aware and have given us permission to do so.</li> <li>• Seeking permission before sharing others' information online.</li> <li>• Never using a generative artificial intelligence (AI) tool to upload or generate images of a student, parent, or teacher.</li> </ul>
<p><b>Be responsible</b></p> 	<p><b><i>At Brinbeal Secondary College, we are honest, handle technology with care and follow the school rules.</i></b> We do this by:</p> <ul style="list-style-type: none"> <li>• Handling devices with care and not interfering with school-managed network or security settings, other people's work, or devices we don't own.</li> <li>• Following the terms and conditions of any digital tool we use.</li> <li>• Not downloading or using inappropriate programs like games, or programs/networks designed to bypass the school's internet and content restrictions.</li> <li>• Not using technology to cheat or steal, and always acknowledging when we use information sourced from others or generate content using AI tools.</li> <li>• Turning off and securely storing our mobile phone during school hours.</li> <li>• <i>Ensuring a healthy balance between screen time and offline activities at school.</i></li> <li>• <i>Not using a VPN on your device whilst at school.</i></li> </ul>
<p><b>Ask for help</b></p> 	<p><b><i>At Brinbeal Secondary College, we ask for help if we feel unsure or see something inappropriate.</i></b> We do this by talking to a teacher or a trusted adult if:</p> <ul style="list-style-type: none"> <li>• We feel uncomfortable or unsafe.</li> <li>• We see others participating in unsafe, inappropriate, or hurtful online behaviour.</li> <li>• We notice any damage to school technologies.</li> <li>• We need help understanding about a digital tool or how it can be used.</li> </ul>

#### Support for students:

For useful information to help you stay safe online, the e-Safety Commissioner provides [information for young people](#), and outlines available [counselling and support services](#).

## Instructions

- Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.
- Complete the agreement, including parent/carer acknowledgement and return it by the end of your first week of school. Internet access will not be provided to students until the signed agreement is returned.
- Completed agreements can be returned to the College Office.

## Student Agreement

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(Student name)

I understand and commit to uphold the expectations on me as a student at Brinbeal Secondary College when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online.
- **be respectful** and kind to others when using technology.
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules.
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way.

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(Student's signature)

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(Date)

## Parent/carer acknowledgement

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(Parent/Carer name)

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(Parent/Carer signature)

I acknowledge your commitment and will support you to safely use and learn about digital technologies.

