

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 8805 6700

PURPOSE

To ensure that all students and members of our school community understand:

Our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school (including the college BYOD Program). This document outlines expected student behaviour when using digital technologies including the internet, social media, and digital devices (including both BYOD and all school devices). Glen Waverley Secondary College is committed 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. This document outlines school and department policies/ procedures for responding to inappropriate student behaviour through digital technologies (including social media).

SCOPE

This policy applies to all students and staff at Glen Waverley 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](#)
- [Social Media Use to Support Student Learning.](#)

Staff and students also follow Glen Waverley Secondary College's Acceptable Use Policy

- [Glen Waverley Acceptable Use Policy](#)

Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Glen Waverley 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.

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, intranet, apps, computers and iPads, 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.

Glen Waverley 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 Glen Waverley Secondary College (BYOD Program)

Classes at Glen Waverley Secondary College are delivered with the use of laptop computers or iPads. Year 7 students can use notebooks or tablets, however as the nature of learning changes in the Senior years, all year 9-12 students are expected to use a Notebook computer. Notebooks must have a screen size between 10.1 and 15.6 inches. Tablets can be any Windows device or iPad Air and above. Devices with ARMs processors cannot be used.

Suitable Operating systems:

Windows: Version 8.1 or above. Not RT, /S or BETA versions

iOS: Version 10.1 or above, no BETA versions

macOS: Version 10.11 or above, no BETA versions

Please note that our school does not have insurance to cover accidental damage to, or loss of students’ devices. Students are responsible for care and maintenance of their device. The college takes no responsibility for loss of a student’s device. Parents/carers are encouraged to consider obtaining their own insurance for their child’s device. Glen Waverley Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Student BYOD Responsibilities:

- Students need to have their personal device password protected so that no other student can access it. Passwords must not be shared and the personal device is never to be lent to another student.
- Students must regularly backup their data at home to another data storage device.

- Students are to ensure their personal device is fully charged prior to the start of each school day.
- The student's personal device must be carried in a protective cover and closed at all times. The device will be stored safely in the student locker when not in class use.
- At no time are students to use their personal device outside of buildings unless under the direct supervision of a teacher.
- Personal devices are to be locked in lockers out of class time. This includes before school, recess, lunchtime and after school.
- Only Senior students are permitted to use their device at lunchtime. If using device outside of class time students must be located outside Middle School Office (Years 7-9), or Senior School study areas (Years 10-12).
- Travelling to and from school, the student's personal device must be transported safely in an appropriate protective cover in their school bag
- The student's personal device is to only be used for educational purposes while at school. Sanctions will apply if a student is found to be using their personal device inappropriately at school. No games should be played at school.
- Students are to ensure that non-educational material (eg. music, movies, games) stored on their device does not limit the capacity of their device to store school-related material.
- Individual students are responsible for their own personal device and should ensure that they take care of it at all times.
- Students must be respectful of other students' property and privacy at all times. They must not share user names or passwords with anyone or interfere with another student's personal device.

Please note that our school does not have insurance to cover 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 our Comms department led by Marshall Hardwick on 8805 6753

- Compass at Glen Waverley Secondary College

Glen Waverley Secondary College uses Compass to support the management of data in the school. All student and staff details are held securely on the Compass platform.

- Google Apps For Education (GAFE) at Glen Waverley Secondary College

Glen Waverley Secondary College uses GAFE to support student and staff collaborative work. When using school-provided Google Apps account, student data will be stored in Google Apps network of data centres. This may include the student's name and ID, but will not include any sensitive information such as students' health details, address and families contact details.

- Other online platforms at Glen Waverley Secondary College

Glen Waverley Secondary College uses a range of online technologies to support student access to learning.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Glen Waverley 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 Glen Waverley Secondary College, we:

- use of ICT equipment and 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 school including mobile devices is for educational purposes only
- 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.
- Communicate clear expectations that students must not participate in online bullying, including supporting others who are bullying.
- have programs in place to educate our students to be safe, responsible and discerning users of digital technologies including Living and Learning and year level specific wellbeing and online safety 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 and Wellbeing 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, Compass newsfeed and email communication.
- 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 Communications Team 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.

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.

Facebook

Our school has a college facebook page which showcases programs and activities taking place at the college. Here followers of the page can provide feedback on the activities taking place at school. Any student images where students are identifiable are shared after obtaining parental/ guardian consent. Parents are welcome to contact the main administration on enquiries@gwsc.vic.edu.au if they have any questions or concerns about students participating in this forum.

Instagram

Our school has created an Instagram page to showcase student Artworks where parents and students can comment on the work of our Art students. Parents are welcome to contact the main administration on enquiries@gwsc.vic.edu.au if they have any questions or concerns about this forum.

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 Glen Waverley 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), Glen Waverley Secondary 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
- Potential restrictions to access privileges
- School Based disciplinary actions
- Restorative processes where deemed necessary
- Involving parents/ guardians.
- 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

- Published in student and staff planners
- Published in staff handbook
- Published on the college webpage
- Included in staff induction and child safety training processes

REVIEW CYCLE

Policy last reviewed	June 2022
Consultation	School council Principal's Advisory Group
Approved by	College Principal- Joanne Wastle and School Council
Next scheduled review date	June 2024

