

 <p><b>DONCASTER</b> SECONDARY COLLEGE</p>	<p><b>DET</b></p> <p><b>DIGITAL LEARNING POLICY</b> <b>(INTERNET, SOCIAL MEDIA &amp; DIGITAL DEVICES)</b></p>
<p>College council will review this policy every two years</p>	<p><b>Date approved:</b> September 2020</p>
	<p><b>Date of next review:</b> 2022</p>

## PURPOSE

To ensure that all students and members of our 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.
- b) expected students behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets).
- c) the College'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 College'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 college follows and implements.

## SCOPE

This policy applies to all students and staff at Doncaster 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- [Doncaster Secondary College Child Safety Code of Conduct](#)
- [The Victorian Teaching Profession Code of Conduct](#) (teaching staff)
- [Code of Conduct for Victorian Sector Employee](#) (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 COLLEGE**

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.

Doncaster 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 DONCASTER SECONDARY COLLEGE**

Classes at Doncaster Secondary College are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our College operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. **Please refer to *Schedule 1***

Refer to **schedule 1** of this policy for the BYOD Minimum System / Software Specifications

#### **Please note that:**

- Generally a device with a keyboard is preferable. However if you already have a device that meets the minimum specifications, you do not need to purchase a new device.
- Mobile phones and Android devices cannot be accommodated in this program.
- Devices cannot be charged at school due to workplace Occupational Health and Safety guidelines.

**Please also 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.**

Doncaster Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Doncaster Secondary College on 9848 4677.

### **SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Doncaster Secondary 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.

## DIGITAL LEARNING POLICY

At Doncaster Secondary College our values guide the decisions and behaviours of all members of our school community:

- **Respect:** For ourselves and others – Caring for, understanding, accepting and appreciating ourselves and others.
- **Responsibility:** Demonstrating ownership of our actions and words. Being accountable for our actions.
- **Resilience:** To embrace challenges with optimism and perseverance. Accepting challenges, trying hard and not giving up easily.
- **Teamwork:** Working co-operatively with others.

At Doncaster 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 purposes with targeted educational or developmental aims;
- supervise and support students using digital technologies for their schoolwork;
- effectively and responsively address any issue 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;
- actively educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online;
- actively educate and remind students of our *Student Wellbeing & Engagement Policy* that outlines our College values and expected student behaviour, including online behaviours;
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school ;
- use clear protocols and procedures to protect students working in online spaces, which include reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 the College will only be permitted where students and their parents / carers have completed a signed Acceptable Use Agreement.

## DIGITAL LEARNING POLICY

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 Technician team immediately.

All messages created, sent or retrieved on the College's network are the property of the College. The College reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communication 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 college 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 BEHAVIOUR EXPECTATIONS

When using digital technologies, students are expected to behave in a way that is consistent with Doncaster Secondary College's [Statement of Values](#), [Student Wellbeing & Engagement Policy](#) and [Bullying Prevention Policy](#).

When a student acts in breach of the behaviour standards of our college community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Doncaster 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
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in Doncaster Secondary College's [Student Wellbeing & Engagement Policy](#) and [Bullying Prevention Policy](#).

**Schedule 1**

## DSC Bring Your Own Device (BYOD) Minimum System / Software Specification

**BYOD Minimum System / Software Specifications**

	<b>Windows Laptop/ Netbook (preferred)</b>	<b>Apple MacBook</b>	<b>Apple iPad</b>
<b>Memory</b>	8GB	8GB	16GB
<b>Storage Capacity</b>	250GB hard drive	128GB hard drive	16GB
<b>Operating System</b>	Windows 7 or higher	iOS 10.10 (Yosemite) or higher	iOS 6.0 or higher
<b>Minimum Battery Life</b>	6 hours	6 hours	6 hours
<b>Optional Accessories</b>	<ul style="list-style-type: none"> <li>• Protective-case/ cover</li> <li>• Headphones</li> </ul>	<ul style="list-style-type: none"> <li>• Protective-case/ cover</li> <li>• Headphones</li> </ul>	<ul style="list-style-type: none"> <li>• External keyboard recommended (full size)</li> <li>• Protective-case/ cover</li> <li>• Headphones</li> </ul>
<b>BYOD devices <u>NOT</u> supported</b>	<b>Windows 10 S, Windows Surface RT, Android based notebooks &amp; Tablets, e Readers (Kindle, Kindle Fire, Nook etc.), Google Chrome-based notebooks</b>		

**Preferred devices are:** Microsoft based laptops and netbooks

**Acceptable devices are:** Apple laptop

**ACCEPTABLE BUT NOT RECOMMENDED DEVICES:** Apple iPad