



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact Truganina College on (03) 9368 9800.

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 [including our Bring Your Own Device program].
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, iPads)
- (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 Truganina 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 also follow our school's *Acceptable Use Policy*.

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

- Truganina 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

Truganina College understands that safe and appropriate use of digital technologies including the internet, apps, computers and iPads 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Truganina 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.

Truganina College operates a Bring Your Own Device (BYOD) program, which means students are expected to bring their own purchased iPad with them to school each day.

Students are required to have their own iPad that must:

- Be brought to school in a protective case.
- Be fully charged and ready to use each day.
- Have at least 1GB of storage.
- Operates on version IOS 13.0 or later.

Please note that our school does not have insurance to cover accidental damage to students’ iPads, and parents/carers are encouraged to consider obtaining their own insurance for their child’s iPad.

Truganina College has iPads which can be borrowed out by Classroom Teachers to support families who may be experiencing long or short-term hardship to access iPads for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the school’s front office.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users’ safety or wellbeing. At Truganina College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Truganina College, we:

- Use online sites and digital tools that support students’ learning, and focus our use of digital technologies on being learning-centred.

- Restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims.
- Supervise and support students using digital technologies in the classroom.
- Effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students.
- Have curriculum in place to educate our students to be promoting safe, responsible and discerning use of digital technologies.
- 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 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 includes 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 families to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their families 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 their teacher 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.

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

Responsibilities

When using digital technologies, students are expected to behave in a way that is consistent with Truganina College's *Statement of Values and School Philosophy and Student Wellbeing and Engagement* 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), Truganina College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Consequences of Improper Use

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.
- Restrictions applied to the device.
- Other consequences as outlined in the school's *Student Wellbeing and Engagement* policy.

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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions

POLICY REVIEW AND APPROVAL

Policy last reviewed	28/05/2024
Approved by	Principal and School Council
Next scheduled review date	28/05/2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Truganina College Acceptable Use Agreement for Internet and Digital Learning

At Truganina College we recognise the need for students to be safe and responsible users of digital technologies. We promote a balanced digital diet. We refer to this as being a responsible digital citizen. We believe that explicitly teaching students about safe and responsible digital behaviours is essential and is best taught in partnership with families. We request that families work with us to support and encourage responsible digital citizenship at home.

Truganina College uses the Internet and digital technologies as teaching and learning tools. As learning in the 21st century unfolds the students at our school are educated to be equipped for a rapidly changing world. Digital tools used at Truganina College offer opportunities for students to:

- Gain access to vast stores of information from around the world.
- Collect and share information locally and globally.
- Communicate and collaborate with people within our school, state, nation and around the world.
- Develop critical literacy skills when using digital technologies.
- Improve and develop everyday skills using various learning tools.
- Support and extend teaching and learning to enable all to become digital citizens.

Part A - Support for the safe and responsible use of digital technologies

Your child has been asked to agree to use the digital technologies responsibly at school and at home.

At Truganina College we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have policies in place that clearly state our College's Values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible digital citizens.
- Raise our students' awareness of appropriate digital behaviours such as privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service and acknowledge that full protection from inappropriate content can never be guaranteed. We teach ways to respond to inappropriate content therefore promoting responsible digital citizenship.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support families to understand the importance of being a safe and responsible digital citizen.
- Support families to be aware of the potential issues that surround using digital technologies and strategies that they can implement at home to support their child in being a responsible digital citizen.
- Provide families with a copy of this agreement for future reference.

Families should be aware that the nature of digital technologies is such that full protection from inappropriate content can never be guaranteed. Truganina College has put these behaviours and policies in place to ensure your child is protected as much as possible while using digital technologies at our school.