

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Position Held:	Name:	Date:
Principal:	Sara Broster	23rd March, 2022
	Date To Be Reviewed:	March, 2023



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 03 5026 3704

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 [our 1-to-1 personal device program or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements

SCOPE

This policy applies to all students and staff at Robinvale 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](#).

Students must also follow our school's *ICT Acceptable Use Policy*.

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

- Robinvale 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.

Robinvale 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 Robinvale College

Robinvale College allows students to Bring Your Own Device (BYOD). Classes at our school are delivered with the use of iPads and netbook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Robinvale College allows devices purchased from any reputable supplier. Robinvale 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
- has at least 64 GB of available storage and/or is synchronising to Office365 OneDrive
- operates on Windows 10 version 1909 or later, or MacOS version 10.12 or later

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 Assistant Principal or IT support staff, or by contacting the College on 5021 2911

Office365

Robinvale College uses Microsoft Office365 for students and staff. This includes enhanced email as well as access to all Microsoft Office applications and other online resources. It can be accessed and

installed on BYO Devices by going to www.office.com and signing in using a school email address. The allocated user is responsible for anything done online using this account, and the password must never be shared with any other person. If there is reason to think a school Office365 account may be compromised, the school's IT support desk must be informed immediately.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Robinvale 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.

At Robinvale 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 [insert details of specific 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 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.

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 Robinvale College IT support staff 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.

Our school has established news feeds using Facebook and Instagram to showcase school activities and student achievement, where parents and peers can provide appropriate feedback and comments. Parents are welcome to contact the school office if they have any questions or concerns about students participating in this forum, or to report inappropriate comments. Students whose parents have indicated No Photo Permissions at enrolment will not be included in posts on Social Media.

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 Robinvale College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Anti-Bullying and Harassment* 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), Robinvale 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 *Anti-Bullying and Harassment* 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
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from the front office, upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	20 th March 2022
Approved by	Principal and School Council
Next scheduled review date	March 2026

ICT Acceptable Use Agreement

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- Handling ICT devices with care and notifying a teacher if any are damaged or require attention
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student or staff member
- Not bringing to school or downloading unauthorised programs, including games.
- Not try to bypass internet filtering
- Not use the network for commercial purposes
- Reporting security problems, which must be brought to the immediate attention of the ICT Department. I will not demonstrate these problems to other users.

When I use school owned devices I will follow these conditions. This includes netbooks borrowed from the school as a part of the netbook loan program.

- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. In the case of loss or accidental damage, a statement should be signed by a parent/carer and provided to the school.
- If a device is deliberately damaged by a student, the student may be required to provide additional security deposit for further device use.

When I bring my own device (includes leased devices) I agree to the following conditions:

- I am responsible for my personally owned device(s) in terms of securely storing the device(s) when not in use, and for the hardware and software repairs to the device(s)
- I will maintain an up to date backup of my important data, ensuring the antivirus and security software is enabled and up to date
- Installing or updating any software that is not on the college software portal will be my own responsibility.
- The college has the right to confiscate my personally owned device(s) if they believe I am breaching any of the conditions of the acceptable use agreement, and the device will be

securely held at the office to be collected at the end of the day (by a parent in the case of repeated or serious breaches)

- The college is not responsible for any damage, theft or loss to my personally owned device(s), unless it occurs when the device is being held for collection due to breach of these conditions in accordance with the above clause
- The college and its staff are not responsible for any damage caused either in the class room or when the device is in the helpdesk. I will follow instructions of helpdesk staff in regards to BYOD device(s) configuration
- I will not charge my personally owned device at school; I will bring it fully charged each day.
- I will not intentionally damage network systems or services, as it will result in an account suspension for a period of time deemed by the student coordinator depending on the severity.
- A record of ALL devices, along with student details will be kept. This will include student's name and form, device serial number, and the mac address.
- I understand that helpdesk staff will require access to my personal device during the initial connection setup process, and I should change my device password following the setup.
- If I have installed any DEECD-licenced software, such as Microsoft Office or anti-virus, I will bring my device to the helpdesk before leaving the College or moving to another school, for removal of the licenced software.
- If I choose to purchase a device from one of the college recommended suppliers the college is in no way responsible for the purchase of said device or ongoing hardware or software support outside of the BYOD service level agreement
- I agree to have the college nominated antivirus solution installed on my device(s) if deemed necessary.

I accept the ICT Systems Acceptable Use terms and conditions set by the Victorian Department of Education and Early Childhood Development as outlined at www.education.vic.gov.au/aup

I understand that some personal information such as name, college email address and content I create may be stored offsite in cloud systems as part of using subscribed educational services. I should contact the college to obtain details if I have any concerns.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are consequences established within the college handbook if I do not behave appropriately.

Please note that unless this document is signed the student will not receive a username and password.

Parent/Guardian Name: _____ Signature: _____

Student Name: _____ Signature: _____

Date: _____

BYOD Service Level Agreement

Connecting My Device

Before any device can be connected to the college network, the *ICT Acceptable Use Agreement* must be signed and returned. The device must also be protected against viruses. If the device requires an antivirus software, the Helpdesk staff will install the DEECD antivirus solution if deemed necessary.

If the student does not have Microsoft Office, it can be installed upon request (Windows and MacOS devices) at no charge. When the owner ceases to be a student at Robinvale College, the software must be removed to comply with licencing requirements.

Students are expected to charge devices overnight and bring them to school fully charged each day.

Helpdesk Support

The College Helpdesk is operated by technicians employed by the College between the hours of 8am and 4pm each school day.

Supported	Not Supported
• Installation of applications to the device's platform that are listed on the college's software portal, on supported operating systems. • The configuration of supported operating systems for use with the Robinvale college ICT network. • Troubleshoot issues accessing the college's web based applications and applications listed on the college software portal, on supported operating systems. •	• The repair of hardware or reinstallation of operating system software on any non-school owned device; these types of issues will need to go to an external IT company to be resolved. • Troubleshooting applications that are NOT on the college software portal • Removal of viruses; we can recommend local companies that can fix these types of issues. Users with infected devices will be blocked from accessing school wireless until the infection is resolved.

Supported Operating Systems

Below is list of supported operating systems

- Windows 10 version 1909 or later
- MacOS 10.12 or later
- iOS (iPad) 6 or later

It is highly recommended that automatic security and system updates be enabled, to minimise the risk of compromise to the device and the school network via operating system and application vulnerabilities.

Unsupported Devices

Below is a list of devices that the helpdesk will not support. This is because of either technical or education limitations or both.

- eReaders e.g. kindle, kobo, nook, Sony PRS, Icarus
- Gaming consoles e.g. PSP
- Smartphones
- Devices running Chrome OS, Android, Steam OS, Firefox OS or Linux

Alternative Device Guidelines

Features to keep in mind when purchasing a device.

- **The device is portable enough for the student to manage taking it to school and between classes each day.** *Our student surveys indicate this is the feature that has the greatest influence on how often students bring their devices to class.*
- Ensure that the operating system installed on the device meets the criteria set out above
- The device has a screen size of 10" or greater
- If purchasing a tablet, look for one with a dockable keyboard option
- The device has a warranty period of 2 years or greater
- If possible, get accidental damage cover
- The battery has a life of at least 6 hours of use
- The device has a solid state hard drive for fast start up, low weight and shock resistance

Some operating systems have limitations on the college network. Below is a table that explains what function will work with each of the supported operating systems.

	Internet	Web Apps	Files	Print
Windows	YES	YES	YES	YES
MacOS	YES	YES	YES	YES
iOS	YES	YES	*	**

* This is possible with installation of third party apps.

** Limited file formats

We recommend when looking at devices to keep the following specifications in mind

Netbook	Notebook/Ultrabook	High Performance Laptop
Processor: Atom or greater RAM: 4GB or greater Hard Drive: SSD 64GB or greater or HDD Screen: 10" or greater	Processor: i3 or greater † RAM: 4GB or greater Hard Drive: SSD 128GB or greater Screen: 12" or greater Keyboard: Full sized Weight: 2 kg or less	Processor: i5 or greater † RAM: 8GB or greater Hard Drive: SSD 256GB or greater Screen: 13" or greater Keyboard = Full Size Weight: 2 kg or less

† 10th Generation processors or higher recommended for battery life and Windows 11 compatibility

Future Technology

This document will be subject to change as newer devices and operating systems are released, however these changes may not coincide with the release of new devices and operating systems.

BYOD Suppliers

For the purchase of devices for the Bring Your Own Device (BYOD) Program, any supplier can be used, and the purchase of any product is between the supplier and yourself. The College is in no way involved in the transaction or any pre sale or post sale support.

- ***When considering device options, please keep in mind that Robinvale College students strongly indicate that lightness and convenience is a major factor influencing effective use. Students who have purchased bulky, heavy devices are significantly less likely to bring and use them at school.***

The college recommends that the above device guidelines be considered and you base your choice on the subject(s) you are selecting.

The cost of the current recommended models will may vary over time. Please contact the supplier for up to date pricing on current BYOD offerings.

Many suppliers offer optional accessories for purchase e.g. carry case, external hard drive and accidental damage cover (Please see the suppliers for details on accidental damage policies). We encourage the use of protective covers and insurance to minimise the risk of damage, and protect your investment.