

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 bring-your-own-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 Yarra Hills 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 also follow, as relevant to their own conduct, and in support of students, our school's Acceptable Use Policy (Appendix A).

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

- Yarra Hills 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' and 'ICT facilities' 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.

Yarra Hills 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, support their academic and vocational pathways, and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Yarra Hills Secondary College

Classes at Yarra Hills Secondary College regularly require digital technologies. Students must bring a charged laptop to school each day to be used during class time for different learning activities.

Our school 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.

Parents can purchase a recommended device from the College's BYOD purchasing partner JB Hi-Fi Solutions for Education.

The portal can be found at: <https://www.jbeducation.com.au/byod/>

The school access code is: yhsc2023

All devices include 3 years onsite hardware warranty. We strongly suggest purchasing accidental damage protection (ADP) and theft insurance at the same time, \$100 excess applies.

Parents can purchase a device of similar specification from other sources such as The Good Guys, Harvey Norman, JB Hi-Fi, etc. The College strongly suggests that parents include a warranty that will cover your investment for up to 3 years and that consideration be given to accidental damage and/or theft. Please consult your chosen retailer or home insurance provider for advice.

Students are required to have their own device that must the following:

Minimum Device Specification	Maximum Device Specification
<ul style="list-style-type: none"> • 11" diagonally measured screen. • Non-touch or Touch screen. • Celeron dual core processor (CPU) 1.8Ghz. • 4GB Ram. • 120GB hard drive (SSD type highly recommended). • Full keyboard for productivity use. • Manufacturer declared battery life of 8 hours. • Wireless 802.11 a, n, ac (5Ghz). • Windows 10 operating system (up to date). • Good operational condition. • Less than 12 months old at beginning of year 7. • Anti-Virus software (included with Windows 10). 	<ul style="list-style-type: none"> • 14" diagonally measured screen. • Gaming & Multimedia type laptops are not suitable. • Desktop replacement type laptops are not suitable. • Generally laptops weighing more than 2kg present an OHS concern for students.
<p>If parents/guardians are unsure, consider purchasing a recommended device via the online portal.</p>	

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.

Yarra Hills 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 their child's respective Head of School (Mooroolbark 9839 8800, Mt Evelyn 9736 3650), or can contact our IT Department for device-specific queries at ictsupport@yarrahills.vic.edu.au

Safe and appropriate use of digital technologies

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

At Yarra Hills 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 ThinkUKnow
- 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* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use policy 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 updates in our newsletter, website/school portal and information sessions.

Distribution of school owned devices to students and personal student use of digital technologies at school is permitted on the understanding that all students and their parents/carers accept to abide by the Acceptable User 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 or Year Level 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.

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 conduct expectations

When using digital technologies, students are expected to behave in a way that is consistent with Yarra Hills Secondary College's Statement of Values, Student Wellbeing and Engagement policy, Bullying Prevention policy, and Code of Conduct policy, and their compliance with the Acceptable Use Agreement (Appendix A).

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), Yarra Hills Secondary College will institute a staged response, consistent with our student engagement, bullying prevention and code of conduct 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 [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Referenced in our staff handbook/manual
- Discussed at parent information nights/sessions as required
- (Acceptable User Agreement summary) Included in student diaries so that it is easily accessible to parents, carers and students
- Referenced and discussed at student classroom and online forums (in particular the Acceptable User Agreement)
- Made available in hard copy from school administration upon request

REVIEW CYCLE

This policy was last updated in May 2024 and is scheduled for review by June 2026.

Policy last reviewed	May 2023
Consultation	School council May 2023 School community (via newsletter article School staff 30 April 2023
Approved by	Principal
Next scheduled review date <i>minimum review cycle is 2 years</i>	By June 2026

APPENDIX A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Students agree to this Acceptable Use Agreement by their ongoing enrolment at Yarra Hills Secondary College..

Applies when using any ICT device at Yarra Hills Secondary College

Yarra Hills Secondary College ICT facilities exist to provide access to educational resources. All users are expected to reflect our school values regarding all ICT facilities. This Agreement covers any device, College-owned or personal, when used at school. In addition to complying with this Acceptable Use Agreement, all users will have to comply with the [Acceptable Use Policy for DEECD Information, Communications and Technology \(ICT\) Resources](#), and requirements of information privacy laws.

In order to comply with the Yarra Hills Secondary College Acceptable Use Agreement, students must comply with the following responsibilities and restrictions. Infringement may bring sanctions, such as cancellation of network privileges or access for a period of time, and additional disciplinary and support intervention as outlined in our Student Wellbeing and Engagement policy, Bullying Prevention policy, Code of Conduct policy, and Digital Learning policy.

For the purposes of ownership and agency, the remainder of this agreement is written in the first person.

I acknowledge and assume responsibility for

- using the device in accordance with school policies, and procedures as well as expected standards
- being a safe, responsible, and ethical user at all times.
- all online, application and software activities using my device and logins
- all digital content stored on my device or network storage in my name.
- using the internet for educational purposes and using ICT equipment properly.
- accepting the terms and conditions of websites and online communities.
- ensuring the safety of my device at all times (including recess and lunch).
- abiding by copyright procedures when using content on websites (asking permission to use images, text, audio, and video and cite references where necessary).
- my actions while on-line. This means that I will be polite to others and use appropriate language.
- any consequences that arise from my use of technology.
- any damage caused by my actions, whether deliberate or negligent, to my or other's software, content or hardware.
- having my device fully charged while at school.
- abiding by the college's Mobile Phone policy

I accept that

- I may be instructed to delete applications or software if I use them inappropriately while at school or in class.
- I am not permitted to have content on my device that is inappropriate for school.
- I will ensure there is always space on my device for the storage of school-related files.
- teachers may remove/confiscate my device if I use it inappropriately during class.
- Artificial Intelligence (AI) is a powerful tool, and I will use it appropriately for learning.

I will

- talk to a teacher or Year Level Coordinator if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate, or hurtful online behavior.
- use social networking sites for educational purposes and only as directed by teachers.
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- protect the privacy of others and never post or forward private information about another person.
- only take photos and record sound or video when it is part of an approved lesson.
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound, or video to anyone else or to any online space.
- be respectful in the photos I take or video I capture and never use these as a tool for harassment or bullying.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate, or hurtful online behaviour).
- think critically about other users' intellectual property and how I use content posted on the internet.
- appropriately cite the work of others that I use.
- only use AI systems and tools for educational purposes, and in accordance with age restrictions, the Department of Education guidelines, the college's guidance, the college's policies, and the direction of staff.
- be mindful of the data that is being collected and shared by the AI systems I engage with, and understand the privacy implications of using such systems.
- be respectful of the limitations of AI systems and recognize that they may not always provide accurate or comprehensive information.
- report any concerns or issues related to the use of AI systems to the teacher or school administration immediately.
- have all the required and recommended applications before they are required in class.
- take responsibility for safely storing my device outside of class time.
- always use a protective carry case for storing the device in my bag or carrying it between classes.

I will not

- interfere with network security, the data of another user or attempt to log into the network with a username or password of another student, this includes telling anyone else your password or allowing them to access your account.
- reveal or share my password to anyone except the system administrator or the teacher.
- play games on my device or download any unauthorised programs at school.
- bring, store, transfer, download or display offensive or inappropriate material at school.
- interfere with others' use of technology.
- be able to charge my device in class or at school.
- access or attempt to access the College's network and platforms at levels of access above those granted to me by the College.
- use a Virtual Private Network
- manipulate or exploit AI systems for personal gain or amusement, or use them to engage in any unethical or illegal activities.

This Acceptable Use Agreement also applies during school excursions, camps, and extracurricular activities. Yarra Hills Secondary College reserves the right to change\add\modify this Acceptable User Agreement at any time without formal notice.