

DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand this policy, please contact Swan Hill College on 5036 4900 or emailing swan.hill.c@education.vic.gov.au

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
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets, digital cameras and mobile phones and Virtual Reality Systems)
- 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, the internet and the Colleges "Social Media Policy"
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

SCOPE

This policy applies to all students and staff at Swan Hill 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 (Appendix 1)

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

- Swan Hill 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.

Swan Hill 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 Swan Hill College 2023:-

- Swan Hill College continue to offer the Portal Buy Scheme with a discount funded by the College, and this be the recommended option for any student who has not had a subsidised device from the College before. That is enrolling Year 7 students or any new student in other year levels.
- Swan Hill College will accept Bring Your Own Devices provided they meet the following conditions:-
 - Device must meet or exceed Swan Hill College minimum specifications (See below)
 - If the device comes from a primary school it must be 3 year or less in age (Still under warranty), and run the Windows or Mac operating systems. i.e., No IOS iPads or Chromebook devices.
 - Parents should advise the College as soon as possible if they intend to bring a device so we can advise the portal of estimated numbers and assess the devices suitability.
 - No subsidy/discount will be given on a BYOD or previous school device.
 - All devices used at the College will have Familyzone internet filtering installed as a condition of use at the College.
 - All families who are new to the College will be offered 12 months of Familyzone Home Filtering offered at no charge to the Family.
- In February of each year, Swan Hill College will assess the number of new students with no Portal or BYOD device and consider buying Library Loan devices in order to meet our department requirements for providing access to a device for each student.

I would be happy to answer any questions Exec or School council may have or consider any other options or ideas for 2023.

Also, please note that we have now been contacted by all suppliers, Acer Dell Lenovo HP etc., advising of predicted severe stock shortages being expected for the remainder of this year and into qtr. 1 of 2023. They are strongly advising that we order or reserve stock as soon as possible to ensure supply.

BYOD Specifications: -

Swan Hill College will connect a computer that is not supplied or recommended (purchased from <http://shcnew.orderportal.com.au/>), provided it meets the following minimum hardware and software specifications.

You can use these specifications as a guide if you wish to purchase your own device from a local computer supplier or an online store or bring your own device.

Computer Type	Laptop or Netbook or Tablet that runs Windows 10 or Windows 11 or MAC OS 10.12 or higher
Minimum Specifications	4GB RAM
	120 GB SSD or SATA Hard Disk (Larger for arts or technology)
	Intel Celeron Dual Core 2.0ghz or Intel Atom quad core 1.5ghz
	AMD A series 1.5ghz quad core
	11.6 inch LCD (Larger for arts or technology subjects – Media, Furniture, etc.)
	5 hours battery life
	Wireless BGN (The college also supports Wireless AC)
We strongly Recommend	Extend Battery to 6 or more hours
	Extend warranty to 3 years (Or the term of your child’s remaining schooling)
	Include a Carry case to protect the device
Swan Hill College will supply	Current version Microsoft Office for the duration that your child is at school (Includes Word, Excel, Power Point, Publisher)
	Current version Adobe Software for the duration that your child is at school (Acrobat Pro, Dreamweaver, Animate, Illustrator, Photoshop)
	Some of these individual programs are not available on a Mac Computer.
	Department recommends Microsoft Defender Antivirus Solution
	BYOD devices will have Familyzone internet filtering installed and this is a condition of use at the College
Notes	Swan Hill College ICT department can only offer limited software and hardware support for these devices.
	Consider if the warranty is on site or return to base. (Do you have to send it away for repair)
	Consider Accidental Damage insurance to cover any repairs required that are deemed “User Induced Damage”, for example if the unit is dropped.
	Currently IOS, Android and Chromebook devices are not supported by the College’s infrastructure.
	Devices that are found to have pirated or illegal software installed will be rejected by the College.
	New students are entitled to a College subsidised device. Contact the College for details.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Swan Hill 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 Swan Hill 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 [Year 7 ICT101 Introductory Course]
- 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 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 their Year Level Manager as soon as possible.

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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and Supervision Policy.

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.

Swan Hill College has established a Facebook Page for students and teachers to showcase their classwork/ sporting achievement/ receive updates on school events, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to programs within the school. Parents are welcome to contact the Assistant Principal if they have any questions or concerns about students participating in 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 Swan Hill 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), Swan Hill 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 *Bullying Prevention* 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	
Approved by	Principal and School Council
Next scheduled review date	(2 years) May 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Swan Hill College Staff and Student ICT Acceptable Use policy

All users of Department and College ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws, and the rules and policies of the Department and the College, including occupational health and safety obligations to employees and students.

Department and College ICT resources should not be used for inappropriate or improper activities. This includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. The audience of an electronic message may be unexpected and widespread, and users should be mindful of this when using Department and College ICT resources.

Department and College ICT resources are provided to improve and enhance learning and teaching and for the conduct of the business and functions of the Department and the College. Using information technology, accessing information and communicating electronically can be cost-effective, timely and efficient. Users are expected to use and manage these resources in an appropriate manner and in accordance with this policy. As part of ensuring users are aware of this policy, the following will occur:

- users will be provided access to this policy
- users will be reminded of the need for compliance with the policy
- users will be provided notification of updates or developments to the policy

Specifically, but not including, the following are required when using Department and College ICT resources:

- Users may not install non approved software on Department or College owned or co-contributed devices
- Users may not adjust system settings or install software in order to circumvent Department and College filtering and security systems
- Users may not change user preferences in a way which violate paragraph one above
- Users may not violate private and secure areas of the Department and College networks
- Users must keep their username and password secure and private

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken, which may include, in the case of a student, suspension from the College, and in the case of a staff member, termination of employment.

Depending on the nature of the inappropriate use of Department and College ICT resources, non-compliance with this policy may constitute:

- in the case of a staff member, a breach of employment obligations
- in the case of a student, a breach of enrolment obligations
- a criminal offence
- a threat to the security of Department and College ICT resources and information

- an infringement of the privacy of staff and other persons
- exposure to legal liability
- serious misconduct
- sexual harassment
- unlawful discrimination

Where there is a reasonable belief that illegal activity may have occurred, this may be reported to the police.