

# GREATER SHEPPARTON SECONDARY COLLEGE

## DIGITAL LEARNING

### (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Approval Date:	June 2021	Approved by:	School Council
Review Cycle:	Two (2) years	Next Review Date:	June 2023
Responsible for Review:	College IT Leader	*Initial Endorsement Date:	June 2019
*School Council Endorsement Required			

#### 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 Bring Your Own Device (BYOD) 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.

#### SCOPE

This policy applies to all students and staff at Greater Shepparton Secondary College.

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

- Greater Shepparton Secondary College 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 technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Greater Shepparton Secondary College understands that digital technologies including the internet, apps, computers and laptops 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.

Greater Shepparton 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

#### Standardised Platform

For our school to operate effectively we must have a standardised platform on which we can base our support, software, professional development, pedagogical model and curriculum development. Devices that do not meet the requirements outlined below will not be supported by the school, as compatibility with our systems and software cannot be guaranteed.

#### Bring Your Own Device (BYOD) Program

Our school operates a BYOD program. This is where students are able to bring their own laptop to school. Under this Program the school will provide technical assistance, software, and internet access to a student’s device where the device meets the minimum requirements of our BYOD program (see below). Students are responsible for charging the device, bring the device to every lesson and securely transporting and storing the device when not in use.

Phones are not considered a device appropriate to the BYOD program.

Item	Operating System	Device Type/Make
Laptop	Windows 10 64-bit version under active support from Microsoft Or MacOS under active support from Apple	Laptop, Notebook or convertible form factor Battery sufficient to last for a school day At least an 11” screen and physical keyboard At least 120GB of storage

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.

Greater Shepparton 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 Evan Pyle, IT Leader at the school.

### **School Owned Devices**

Our school provides access to technical resources where there is a requirement that extends beyond that of the BYOD program and to supplement access as required and on a reasonable basis. School owned devices will be run as a standardised platform to enable streamlined purchasing, support and a consistent educational environment for our school.

### **Desktop Computers**

All school provided desktop computers will be of a reasonable age and quality. All school provided desktop computers will be compatible with, licenced for, and running the most recent Microsoft Windows operating system.

### **Laptop Computers including the “Notebooks to Teachers and Principals Program”**

All school provided laptop and/or notebook computers will be of a reasonable age and quality. All school provided laptops will be compatible with, licenced for, and running the most recent Microsoft Windows operating system.

### **Printing and Multi-function devices**

All school owned multi-function devices (photocopiers) will run “Papercut” embedded software and enable students and staff to release jobs from shared print queues using their Compass Card. These devices where practicable will be in shared spaces so that they are accessible by staff and students. The school will not have any single, shared or dedicated printers excluding the following: Label printers, DET provided school administration printer, 3D printers, photo printers for use by photography classes.

### **Safe and appropriate use of digital technologies**

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Greater Shepparton Secondary College, we are committed to educating all students to use digital technologies in ways that respect the dignity of themselves and others, equipping them with skills and knowledge to navigate the digital world.

At Greater Shepparton Secondary 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 programs 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 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, 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 at the College to block access to inappropriate content where possible
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand 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.

The use of BYOD and school owned digital technology for 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 Learning Mentor, 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 /carers 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**

When using digital technologies, students are expected to behave in a way that is consistent with Greater Shepparton Secondary 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), Greater Shepparton Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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.

## APPENDICES

Appendix A – Student ICT User Agreement