

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 provide 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 and 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

SCOPE

This policy applies to all students and staff at [Lalor North Secondary College](#).

Staff use of technology is governed by the Department's Acceptable Use Policy.

- [Acceptable Use Policy for ICT Resources](#)
- [Digital Learning in Schools](#) and
- [Social Media Use to Support Student Learning](#).

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

[Lalor North Secondary College](#) understands that digital technologies, including the internet, apps, computers and tablets, 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, 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.

Lalor North 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 and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Lalor North Secondary College

All students at Lalor North Secondary College are required to have access to a computer device. This ensures they have access to their electronic timetable, relevant subject content and information and e-books. Classes are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

The College is providing a leasing service for all Year 7 students as outlined below. For the small fee of app. \$6.00 a week students will be given their own computer device. Payments are due to be made on a term by term basis and upon the completion of the 3 year lease, a pay-out fee of \$1 will allow the student to officially take ownership of their computer.

The device is an **Acer Travelmate B118 – 11.6" Touch, Pentium, 4GB, 128GB SSO, Pro Acad. (includes laptop carry bag)**

If a student leases a Lalor North Secondary College recommended notebook via this program, the notebook is covered for a 3 year onsite warranty, 3 year Notebook Acer Accidental Damage Protection Insurance *see school for T&C PDS – Excess \$100 per claim, replacement loan unit whilst laptop is in repair & free technical support whilst that student is attending Lalor North Secondary College.

Included in the leasing program is also software and software support. The ICT Department will load the device with the Department of Education approved operating system and software package.

The software package contains:

- Windows 10 anniversary edition Professional
- Latest Microsoft office suite
- Latest Adobe Acrobat Professional
- Latest Adobe Creative Cloud Suite
- Many other educational and productive titles
- The ability to print from the Laptop to the many printers located around the College
- Individual private and secure storage space on the school servers as well access to shared student resources contributed by staff and other students.

Please note that no BYOD (Bring your own device) are permissible or supported for years 7 to 9. For parent/students that do not opt into the Laptop lease program the school will provide a means of access via a shared school device that students will have to loan on a daily basis, these Laptops are not permitted to be taken home.

For Students in the higher levels that opt to bring their own device, limited support and service will be provided.

A) A wireless connection to the Schools network allowing internet access will be provided and /or supported. If however the device is not in a sufficient operating state capable of receiving internet connection, it will be the student's responsibility to return the device to such state.

B) Department of Education Antivirus must be installed on a Student s self-provided device.

The College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. Please contact the Business Manager John Bourikas

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At [Lalor North 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 [Lalor North 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.
- 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, and 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 the classroom 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

When using digital technologies, students are expected to behave in a way that is consistent with [Lalor North 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), [Lalor North Secondary 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.

REVIEW CYCLE

This policy was last updated on 1/5/2021 and is scheduled for review in March 2022.

Selen Atilla
Acting School Principal

Robyn Bogoevski
Lalor North Secondary College
School Council President

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

Student declaration

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

- Respecting others and communicating with them in a supportive manner.
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour.
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me.
- Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult.
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes.
- Handling ICT devices with care and notifying a teacher of any damage or attention required.
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately.
- Not accessing media that falls outside the School's policies.
- Not downloading unauthorised programs, including games.
- Not interfering with network systems and security or the data of another user.
- Not attempting to log into the network with a user name or password of another student.
- Not use any air pods/earphones/headphones, unless instructed by a teacher for the purpose of learning.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and an ethical user at all times by:

- Keeping my device on silent inside my locked locker and only making or answering calls or messages outside of the school day (except when approved as part of a lesson),

- Not taking photographs or sound or video recordings on school grounds unless for educational purposes as directed by my teacher.

Student name: _____

Student signature: _____

School contact name: [Lalor North Secondary College](#)

School contact no.: 03 9401 3888

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: / /

