	Digital Learning (Internet, Social Media and digital Devices)	**Endorsed by School Council:** June 2022 Developed: March 2018
Information: 02 6076 1566	DET Schools Reference Guide: 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.	Next review: June 2024 Issue No: 1.2

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 Notebook 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 Corryong 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.

Corryong College has an Internet Protocol Statement and Agreement that is signed by student and parent/carer. (Refer to Appendix A)

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

- Corryong College's Child Safety Code of Conduct (available on our website)
- 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-12.

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.

Corryong 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.

Student Laptop Program at Corryong College

Parents/carers are invited to purchase a device for their child to bring to school. Corryong College has made special arrangements with Zarbtech who offer discounted prices for the purchase of Dell devices for our students. Zarbtech offer parents the opportunity to pay in full or utilise their interest free loan option. Parents/Carers are encouraged to contact the school should they require any financial assistance or if they would prefer their child to utilise a Corryong College laptop provided for free by the school.

Students are required to bring their device to school each day to be used during class time for learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning
- Is brought to school in a protective case
- has available storage to complete class work

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 through Dell Pro Support.

Students, parents and carers who would like more information or assistance regarding our Student Laptop Program are encouraged to contact the school office.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Corryong 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 Corryong 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 information Technology – Internet Protocols 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 an Information Technology Internet protocol Agreement. (Refer to Appendix A

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 classroom teacher, Year Level Leader or IT 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.

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.

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 Corryong College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying 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), Corryong 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 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 and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Discussed at student forums/through communication tools
- Made available in hard copy from school office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School Council June 2022
Approved by	Principal and School Council
Next scheduled review date	July 2024. The mandatory review cycle for this policy is 2 years

Corryong College "Information Technology Internet protocol" form which includes Student and Parent/Guardian declaration.

INFORMATION TECHNOLOGY
INTERNET PROTOCOL

Student's Declaration
When using the Internet at Corryong College I will:-

Surf only within the area specified by my teacher
Not give out personal information such as my surname, address, telephone number, parents' work address or telephone number
Never send a person my picture or anything else without first checking with my teacher
Always have my teacher's permission before sending e-mail
Not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get messages like that.

If I come across any information that is unsuitable or makes me feel uncomfortable I will click on 'home' and then tell my teacher immediately.

I have permission from my parent's to:-
Access the Internet for information within my classroom program
Publish written work on the Internet using my first name only
Publish artwork on the Internet using my first name only
Appear, unnamed, in photographs on the Internet
Send and receive external e-mail from other school students
Send and receive external e-mail from other people and organisations as approved by my classroom teacher

I have read the Corryong College Internet Protocol with my parents or guardians and discussed the contents.

I understand that I need to use the Corryong College computers in an appropriate manner and in accordance with the Internet Protocol. If I do not I will be banned from using the computers for a period of time.

Student's Name: ……………………………. Student's Signature: …………..………………

Year level: ………………………… Date: …………………………………………

Internet Protocol

Parent or Guardian's Declaration

Child's Name: ………………………………

Parents of Guardian's Name: …………………………….

Date: ………………………………….

I have read and discussed the Internet Protocol with my child and I understand that Internet access is designed for educational purposes at Corryong College. I also recognise that although the school has monitoring procedures in place to restrict access to controversial materials this is not always possible.
I recognise that the use of the school computer network and the Internet is a privilege and not a right and that costs incurred from deliberate vandalism will be incurred by me.

<div align="right">Parent or Guardian's Signature ………………………….</div>

I give permission for my child to:-

Access the Internet for information within their classroom program

<div align="right">Parent or Guardian's Signature.…………………………..</div>

Publish artwork on the Internet using their first name only

<div align="right">Parent or Guardian's Signature …………………………</div>

Appear, unnamed, in photographs on the Internet

<div align="right">Parent or Guardian's Signature ……………….………</div>

Send and receive external e-mail from other school students

<div align="right">Parent or Guardian's Signature…….………………………</div>

Send and receive external e-mail from other people and organisations as approved by their classroom teacher

<div align="right">Parent or Guardian's Signature …………….……………..</div>