



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

- Eaglehawk 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” 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.

Eaglehawk 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 Eaglehawk Secondary College

Eaglehawk Secondary Collage operates a 1-to-1 learning program, each learner has a portable, networked device (netbook) that can connect each learner with their teacher and other learners or experts, with real-world contexts for learning, multimedia resources, software for learning and online tools and applications. An E-Learning Agreement is included for every new enrolled student to complete.

Eaglehawk Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Eaglehawk 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 Eaglehawk 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 our Teacher Advisor Program
- 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 the classroom teacher, teacher advisor, neighbourhood leader or IT technician 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 Eaglehawk 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), Eaglehawk 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.

## 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 processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Consultation	School Council
Approved by	Principal and School Council
Next scheduled review date	November 2023



# E-Learning Agreement & Mobile Phone Policy 2022

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## E-Learning

In our 1-to-1 learning program each student has a portable netbook that connects them with their teacher and peers with real-world contexts for learning, multimedia resources, software and online tools and applications. The E Learning Program charge is \$155 per student.

### **Ownership**

- If taken home, students must bring their portable device charged to school every day.
- The school retains ownership of the device and it must be returned if moving schools.
- Parents/carers and students should be aware that files stored on the device, or on the school's server, are not private and students are responsible for the backup of their data

### **When I use digital technology I agree to:**

- **Follow Reasonable Instructions**
  - Only use the machine for tasks as directed by a staff member
  - Be a safe, responsible and ethical user whenever and wherever I use it
  - Abide by copyright procedures when using content on websites
  - Not reveal my password to anyone except the system administrator
  - In the event of theft, a police report must be made by the family and a copy of the report provided to the school
- **Be Ready to Learn**
  - Ensure that the device is fully charged each night, ready for use and taken to all classes each day
  - Seek support from staff immediately if damage or fault occurs.
- **Foster and Ensure Respectful Relationships**
  - Never write or participate in online bullying
  - Not give out personal details including full names, dates of birth, telephone numbers, addresses and images
  - Not interfere with network security, the data of another user or attempt to log into the network with the user name or password of another student

# **Mobile Phone Policy**

*The following excerpt is taken from the Mobile Phone Policy, which has been sent to families and is available on the College website.*

Eaglehawk Secondary College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

## **Definitions:**

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches etc.

## **At Eaglehawk Secondary College:**

- Students who choose to bring mobile phones to school must have them switched off and securely stored in the lockers provided during school hours
- Exceptions to this policy may be applied if certain conditions are met
- When emergencies occur, parents / carers should reach their child by calling the school’s office

## **Secure storage:**

- Mobile phones are valuable items and are brought to school at the owner’s risk
- Students are encouraged not to bring a mobile phone to school
- ESC does not have accident insurance for accidental property damage or theft.
- ESC will provide secure storage for student phones.
- Students are required to store their phones prior to 9am.
- The lockers are located within each Community Building.
- The lockers can only be accessed by students at the start and end of the day.
- If signing out to leave early for any reason, students will need assistance from a teacher to retrieve their mobile phone
- Students signing in late, will need to store their mobile phone at the General Office.
- The General Office will also be able to store phones where early sign out is expected

**Enforcement:** The following actions will occur for students who breach this policy:

- Students will be asked to immediately take their phone to the General Office
- The phone will be available for collection at the end of the day.
- The teacher giving that instruction will log the incident on Compass.
- An automated message will be sent to notify parents/carers.
- Repeated breaches of the policy will result in parents being contacted
- Students who refuse to secure their mobile phone at the General Office will be referred to Neighborhood or Community Leaders
- Further actions may be required in line with the *ESC Student Behavior Management Policy and Procedures* and the *Student Engagement, Inclusion and Wellbeing Policy*.
- Students who use their personal mobile phones in breach of the *Student Behaviour Management Policy and Procedures* or *Student Engagement, Inclusion and Wellbeing Policy* at ESC may be issued with further consequences consistent with those policies.

**I have read the E Learning Agreement and Mobile Phone Policy carefully and understand the expectations. I understand that I can gain more information from related policies on the College website.**

**Student Name:** \_\_\_\_\_ **TA Group** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you have any queries about this agreement please contact the College on 03 5446 8099