

# DIGITAL LEARNING- INTERNET, SOCIAL MEDIA, AND DIGITAL DEVICES POLICY



## Help for non-English speakers

Northern Bay College team of Multicultural Education Aides are the principal point of contact for interpreter support. As required the team will liaise with external providers if required.

## 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 or insert other appropriate programs as relevant to your school]
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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 and the internet
- 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 Northern Bay 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:

- Northern Bay 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.

Northern Bay 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 Northern Bay College

Classes at our school are delivered with the use of iPads/tablets/notebook computers supplied by the college.

Students are invited to bring assigned device to school each day to be used during class time for different 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
- Is stored appropriately whilst at school
- Any damage is reported to the IT department

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers will be charged on account for damages not covered under warranty.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Northern Bay 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 Northern Bay 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 [insert details of specific programs]
- 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 classroom teacher, or Learning Area Leader 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 Northern Bay College 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), Northern Bay 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
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included as annual reference in college newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	Student council and college staff and school council
Approved by	Principal and School Council
Next scheduled review date	November 2024

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

At Northern Bay P-12 College we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a Student Wellbeing Policy that states our school's values and expected standards of student behaviour, including our CORE expectations of Collaboration, Outcomes, Respect, and Equity.
- educate our students to be safe and responsible users of digital technologies. This is evident through our BYOD and college-owned device programs.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities: Bullystoppers Duty of Care and Supervision ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- Are a member of the eSmart Schools initiative, information on which can be found at <https://www.esmartschools.org.au>
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- will use appropriate actions to respond to issues or incidents that breach this agreement, including but not limited to confiscation of devices, deleting of inappropriate apps/programs/content, and restricting access to our school network.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart: Bullystoppers Interactive Learning Modules - parents ([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
- Cybersafety guide - parents ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))

### Part A: Safe and Responsible Behaviour

- When I use digital technologies and the internet I communicate respectfully by:
- always thinking and checking that what I write or post is polite and respectful.
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
- working to stop bullying. This includes not sending bullying messages or passing them on to others.
- creating and presenting my own work, and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way.
- protect my passwords and don't share them with anyone except my parent/carer.
- only ever join spaces with my parents or teacher's guidance and/or permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online.
- use spaces or sites that are appropriate for my age and if I am not sure I will ask a trusted adult for help.

- speak to a trusted adult if I come across inappropriate online behaviour. This includes alerting them to bullying that is happening to myself or others.
- don't deliberately search for inappropriate material.
- turn off or close the screen if I see something inappropriate and tell a trusted adult.
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

In general, when using technology to support my learning I will:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- educate other students to be safe and responsible users of digital technologies.
- raise other students' awareness of issues such as online privacy, intellectual property and copyright.
- ensure that myself and others are using digital technologies for educational purposes.
- respond to issues or incidents that have the potential to impact on the wellbeing of others.
- not participate in online activities that are illegal and understand that any behaviour of this nature may be reported to the police.
- Only use software and apps that are appropriate for my age and understand that NBC staff may take action (including deleting of apps/software) if inappropriate material is found on a device.
- support my parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home.
- take all measures possible to ensure that any device I use, personal or other, is not stolen and/or damaged. This includes leaving my device lying around on tables, even in locked classrooms. \*
- let security software owned and operated only by Northern Bay P-12 College monitor my device for DET security and network policy enforcement. ^
- not use pirated software or a VPN (Virtual Private Network) while at school.

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

- respecting the privacy of others and only taking photos or recording sound or video when others are aware, and formal consent has been provided as part of an approved teaching and learning task.
- respecting others and communicating with them in a supportive manner and obtaining appropriate consent before forwarding or uploading any content that involves others.

The College will take no responsibility for personal devices that have been stolen or damaged where a lack of duty of care has been deemed to be taken by the student. Campus Principals will determine if a lack of duty of care has been taken by the student if theft or damage occurs.

Any student found to have malicious and or damaging software on their device will have network connectivity and access disabled. Only after their device has been restored, reset and or updated will access be granted once again.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

### **Part B: College Owned Technologies**

College owned devices and infrastructure relate to any property that has been purchased, donated or leased to the College and is the ownership of Northern Bay P-12 College.

This includes but is not limited to:

- Desktop computers
- A/V Display units
- Laptop computers
- Printers

- Storage equipment
- Computer peripherals
- Digital Technology (ie. robotics, 3D printers, etc.)
- Computer Tablets
- Projectors
- Portable devices
- Chromebooks
- Chromebook extras (chargers, adapters etc.)

Any user found damaging or to have damaged any school owned devices or infrastructure will be responsible for reimbursing the school for any costs associated with the replacement or repair of damages to devices or infrastructure at principal's discretion.

### **Ownership**

- The school retains ownership of any device being used by students College wide that is deemed property of the NBC fleet.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves NBC, any devices being used by the student that is belonging to the College must be returned in an appropriate state. Any device obtained under a College Assisted Purchase Program must be either returned or paid off in full.

### **Damage or Loss of Equipment**

- All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers as per the Principal's discretion.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

### **User Responsibilities**

- Students are responsible for:
  - ensuring that they respect College owned devices and technologies
  - backing up their data and files securely, such as using cloud-based services
  - carrying devices in an appropriate manner at all times when moving between spaces and classes
  - adhering to this Acceptable Use Agreement when using the device at all times.

### **Part C: College 1:1 Devices Ownership**

- Each student in year levels 3 - 11 will be provided a college Chromebook, this device will remain property of NBC for a period no less than three (3) years.
- Students in years 12 will receive a Windows device to facilitate the broader scope of VCE studies.
- Upon the device provision period being reached, the student will be given the option of keeping this device as theirs and a new rollover device will be provided for school use.
- Damage or Loss of Equipment
  - All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
  - Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
  - Students may be required to replace lost or damaged chargers as per the Principal's discretion.

- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

#### **User Expectations**

- The device will be expected to travel with the student between home and school and be present in class with them for every session.
- The device will be charged and ready for use throughout the school day every day. Should the device require recharging throughout the day the student is expected to have the device's charger.

#### **Part D: Personal Devices Ownership**

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

#### **Software and Access**

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications, where applicable, through the Department of Education's licensed software catalogue. (Provide details e.g. eduStar [www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx](http://www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx) ) There may be a cost for this access.

#### **Support will be provided for:**

- connecting the device to the school network, internet and other digital technologies
- setup and management of school, student email accounts including GAFE (Google Apps for Education) and Xuno.
- all school-based software and associated issues with school applications.

#### **Support will not be provided for the following:**

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

#### **Damage or Loss of Equipment**

- Students are solely responsible for the safety and wellbeing of their device at all times throughout the course of a school day.
- Parents are responsible for making sure the device is covered under insurance, if applicable, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

#### **User Responsibilities Students are responsible for:**

- bringing portable devices fully charged to school every day
- ensuring the device has appropriate virus protection



- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

#### **Part E: Cloud-Based Software**

The following cloud-based software has been approved by the college for use in student education. Some software will require creation of online accounts on the student's behalf, should this be the case the software or online service will be approved by the department of Education and Training privacy department.

- Google Workspace (Formerly G suite/GAFE. Includes Classroom, docs, sheets, etc)
- Seesaw
- Maths Pathways
- Study Ladder
- Get Epic
- Essential Assessments
- Prodigy
- Sunshine Online
- Kidblog
- Readworks
- Khan Academy
- TinkerCAD
- Adobe Creative Cloud
- Edrolo
- Xuno

Please fill in and sign agreement on the next page

# ACCEPTABLE USE AGREEMENT

## Parent / Carer Acceptance

As the Parent / Carer of a Northern Bay P-12 College student: .....,

I \_\_\_\_\_ PRINT NAME

- Have read this Acceptable Use documentation and discussed it with my children listed above.
- Understand that technology is provided for learning in keeping with the teaching and learning goals of Northern Bay P-12 College
- Recognise it is impossible for the College to restrict access to all controversial materials
- Understand that there is a shared responsibility between the College, myself and my child in developing safe and appropriate use.
- Understand that children’s computer activities at home should be supervised where possible.
- Agree to the use of cloud based digital services for the purpose of enriching the learning environment

**Please ensure you have signed the agreement to indicate you understand and agree to comply with this agreement.**

Signed: \_\_\_\_\_ / \_\_\_\_\_ / 2024

### AGREEMENT ACCEPTANCE TO BE RETAINED BY SCHOOL

CAMPUS \_\_\_\_\_ FAMILY NAME \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ YEAR LEVEL \_\_\_\_\_