



Altona College

Digital Learning Policy

Internet, social media and digital devices



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Altona College on 03 9250 8050 or altona.co@education.vic.gov.au.

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 1-to-1 personal 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 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 Altona 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:

- Altona 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)

Staff also follow the college relevant Acceptable Use Policies:

- Acceptable Use policy Altona College – Primary

- Acceptable Use policy Altona College – Secondary
- Staff Notebook agreement

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

1. 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.

Altona 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.

2. Personal Devices

Altona College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads in Prep-2 and Notebook computers in Year 3-12.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Altona College has made special arrangements with Learning With Technologies (LWT) who offer discounted prices for the lease or purchase of devices for our students. Altona College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school on a day by day loan basis.

OWNERSHIP

- Devices are purchased as part of a bundle that also includes pre-loaded school specific software and DET image, compulsory warranty, and insurance and accessory options.
- The device is owned by the parents/student but is made available for use as part of the colleges’ 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

Students are invited to bring their own 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 and meets the following minimum specifications:

- Device Type: Windows or MAC
- Operating System: Windows 10 recommended
- Memory: 8GB recommended but should have at least have 4GB
- Hard Drive: 128GB
- Chromebooks are not recommended

- Devices deemed too old to connect with the college's current Wi-Fi will require a network card purchased at the parents' expense.

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. This is available for purchase through the LWT portal accessible from the college website.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to view the live portal available on the college website or contact the relevant Assistant Principal on 9250 8050.

SOFTWARE AND ACCESS

- Necessary software will be pre-loaded when laptops are purchased through the college's designated supplier. This includes access to the DET eduStar image:
www.edustar.vic.edu.au/catalogue/Pages/SoftwareHome.aspx. There is no cost for this access.
- The school will advise when new software or applications need to be purchased for installation

COLLEGE SUPPORT

Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- set up and management of school, student email accounts
- all school-based software and associated issues with school applications

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues (building/maintaining images for non-school specified machines).
- hardware issues.

DAMAGE OR LOSS OF EQUIPMENT

Parents are responsible for:

- making sure the device is covered by insurance, so that it can be replaced if lost or damaged and student learning is not interrupted. (Options are available via the portal at time of purchase or through private insurance arrangements).
- notifying the college if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced

SUPPORT IN SCHOOL HOLIDAYS

Support for older devices under warranty purchased through the school's previous association with JB Education can be accessed via: <https://productcare.jbeducation.com.au/> or ph:1300730548

Support for devices under warranty purchased through Learning with Technologies (LWT), can be accessed via email at service@lwt.com.au, visit <https://www.lwt.com.au/> or phone: 1300 556 788.

New device purchases can be made using the portal posted on the Altona College website. <https://www.altonacollege.vic.edu.au/>.

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

1 TO 1 COLLEGE OWNED DEVICES

- College owned devices can be hired by parents/carers on behalf of the student in situations of financial hardship. A contract with explicit terms and conditions is required. Please contact the college business manager for further details. (dorgan.debra.l@edumail.vic.gov.au or 92508050).
- The school retains ownership of any non-personal device used by students who have not purchased their own device.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.
- All devices and batteries 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.
- 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.
- 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.

3. Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Altona 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 our school, 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
- 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 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 and parents have confirmed their approval on Compass.

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 as appropriate, 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.

4. 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.

Our school has established a Facebook page for teachers to celebrate student events and activities with our broader community. The comment section remains inactive. All essential and personal communication is via Compass. 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.

5. Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Altona 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), Altona 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
- Available to staff on the Compass learning management system (School Resources tab)
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

PARENT ACKNOWLEDGMENT:

Parents/Carers are encouraged to read through this document in full with their child/ren. This document is available on the college website for further reference.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Personal Devices – Access](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 th May, 2024
Consultation	Draft policy published on college website including feedback link from 30 th May – 14 th June, 2024
Approved by	Principal
Next scheduled review date	May 2026

Acceptable Use Agreement - Primary



School profile statement:



At Altona 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 Well-Being and Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- conduct an annual start-up program that promotes safe and responsible online use.
- incorporate online safety activities through the Positive Education / Respectful Relationships curriculum.
- 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
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- protect students' privacy by providing students with a unique unidentifiable DET email account for all communications
- provide a secure site for the storage of student schoolwork and provide the ability to share school work related content on the G-suite platform.
- provide students with safe access to external digital platforms including but not limited to, Mathletics, Reading Eggs, ACER assessments and SeeSaw.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- 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 Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - Parents Cybersafety guide (www.cybersmart.gov.au/Parents.aspx)

Acknowledgement

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and in the home.



This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups such (Google Classroom).
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

Student declaration:

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

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; 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
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

Parent/Student acknowledgement provided through course confirmation.



I have read and discussed the contents of this document with my child.

I understand that there are actions and consequences established within the college's *Student Well-Being and Engagement Policy* if my child does not behave appropriately. In addition to this and if deemed appropriate, parents/carers may be consulted directly to discuss removing the use of technology for a designated period.

We understand and agree to comply with the terms of acceptable use including the use and expected standards of behaviour set out within this agreement.

Acceptable Use Agreement - Secondary



School profile statement:



At Altona 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 We-Being and Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies.
- conduct an annual start-up program that promotes safe and responsible online use.
- incorporate online safety activities through the Positive Education / Respectful Relationships curriculum.
- 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](https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx)
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- protect students' privacy by providing students with a unique unidentifiable DET email account for all communications
- provide a secure site for the storage of student schoolwork and provide the ability to share school work related content on the G-suite platform.
- provide students with safe access to external digital platforms including but not limited to, Mathletics, ACER assessments, Edrolo and Oxford online texts.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- 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 Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [Parents Cybersafety guide](http://www.cybersmart.gov.au/Parents.aspx) (www.cybersmart.gov.au/Parents.aspx)

Acknowledgement

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and in the home.



This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups such (Google Classroom).
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences

In addition, when I am permitted to use my personal mobile devices (including my phone with explicit teacher permission) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices locked in my locker during school hours (except for when explicit permission is given by the supervising teacher).
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Student declaration:

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

- adhering to the Altona College Remote Learning Guidelines when remote learning is enacted.
- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; 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
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of

who I am and what people think of me

- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.



Parent/Student acknowledgement provided during the course confirmation process.

I have read and discussed the contents of this document with my child.

I understand that there are actions and consequences established within the college's *Student Engagement Policy* if my child does not behave appropriately. In addition to this and if deemed appropriate, parents/carers may be consulted directly to discuss removing the use of technology for a designated period.

We understand and agree to comply with the terms of acceptable use including the use and expected standards of behaviour set out within this agreement.