

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

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 BYOD (Bring Your Own Device program).
- The expected behaviour of students when using digital technologies including the internet, social media, and digital devices (including smart phones, computers, laptops, tablets, etc...)
- 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

SCOPE

This policy applies to all students and staff at Beaumaris 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:

- Beaumaris Secondary College's Child Safety Code of Conduct [College Policies - Beaumaris Secondary College \(beumarissc.vic.edu.au\)](#)
- [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, programs and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

POLICY

Our students are living in an increasingly technological world. At Beaumaris Secondary College, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy outlines the roles and responsibility Beaumaris Secondary College has in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online space.

At Beaumaris we:

- Have a Student Wellbeing and Engagement Policy that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct which includes:
 - Programs that educate and model safe and responsible use of digital technologies to our students.
 - Information about digital access issues such as online privacy, intellectual property and copyright;
 - Supervision and support students using digital technologies in the classroom;
 - Protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at earliest opportunity;
 - Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students in accordance with Student Wellbeing and Engagement Policy.
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
 - iParent | Office of the Children's eSafety Commissioner
 - (<https://www.esafety.gov.au/education-resources/iparent>)

Vision for digital learning at our school

Beaumaris Secondary College understands that digital technologies including the internet, apps, computers and tablets provide students with rich tools and resources to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced 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.

Beaumaris 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Personal Devices at Beaumaris Secondary College

Beaumaris Secondary College facilitates learning with a personal laptop with touchscreen and stylus as the main tool to access bespoke curriculum. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. Beaumaris Secondary College recommends a provider but parents can source the device elsewhere. We highly recommend a Windows based device as this allows the smoothest access to school tools.

Students are required to have their own device that must:

- Have a touchscreen and stylus
- be brought to school in a protective case and fit in the school bag
- include a front and back camera and microphone
- have Wifi and bluetooth
- have insurance
- run Windows 10

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.

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

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the College.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Beaumaris Secondary 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 Beaumaris 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 GOAL Program, Respectful Relationships and Being Safe Online.
- 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
- Monitor student web browsing through Sassy software
- 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 GOAL Mentor 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

Beaumaris Secondary College is committed to providing a safe, inclusive and stimulating learning environment for all students. The College believes that students can only reach their full potential when they are engaged, healthy and safe. A progressive, supportive and shared school culture provides a strong foundation that acknowledges student wellbeing and student learning outcomes are inextricably linked.

When using digital technologies, students are expected to behave in a way that is consistent with Beaumaris Secondary College’s *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy. [College Policies - Beaumaris Secondary College \(beaumarissc.vic.edu.au\)](http://beaumarissc.vic.edu.au)

Protocol	Why?
Devices are not to be opened without teacher permission.	To be respectful to all members of a learning space.
All students MUST restart their device each day at the start of session 1.	The network at the College is set up to ensure that all students can have access to the most up-to-date software and programs. To access the most recent updates students must restart their device.
Any programs, sites or applications not specifically related to the Learning Session must be closed prior to the commencement of each session and must not be accessed at any time throughout the session.	To avoid distractions and wasting of learning time.
Students MUST arrive to Session 1 with 100% battery life on their learning device with OneNote synced.	Devices will be used extensively during the school day. If a device is fully charged and used appropriately during the day, the battery will last the whole day. Charging stations for all students are not available at the College.

Spotify is NOT to be used at school.	Streaming and/or listening to music on Spotify drains battery life.
YouTube is blocked at the College.	Streaming on YouTube drains battery life.
Headphones are not to be used in Learning Areas without the teacher's permission.	To be respectful to all members of a learning space.
No games are to be downloaded at school.	At school your device is to be used for educational purposes.
No games are to be played during learning sessions without teacher consent.	Learning sessions are for educational purposes.
Students are not to touch or use another student's device or stylus without their permission.	Devices are student's personal property and responsibility.
Use of Microsoft OneNote and Teams. Information documented in OneNote and Teams must relate to learning areas. No obscene language is to be used. Students are not to edit or delete the work of other students or create teams for social interactions.	Microsoft OneNote and Teams are used as a platform for learning not a social media outlet.
The stylus pen must be brought to every class.	The stylus pen is part of the stationary list and is essential to teaching and learning.
All devices are to be in working order. A broken device needs to be repaired in a timely manner.	Devices are essential for our teaching and learning program.
Taking photos of students, Teachers or school Staff is prohibited unless specific consent has been obtained.	It is a breach of the privacy act to take photos of people without their consent. Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).
Students will only use official BEAUMARIS internet access (Wi-Fi) during school hours. Personal internet access pathways are prohibited without express permission of teaching staff.	BEAUMARIS protocols for online student safety, including firewall will be maintained.

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), Beaumaris Secondary College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

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. [College Policies - Beaumaris Secondary College \(beaumarissc.vic.edu.au\)](http://beaumarissc.vic.edu.au)

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
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	19/3/2024
Consultation	Community Consultation through school newsletter 7/3/2024 School Council and Parents Association Consultation 19/3/2024 Student Leaders Consultation 28/2/2024 and 21/2/2024
Approved by	Principal
Next scheduled review date	19/3/2026