



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

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 [including our 1-to-1 personal device program or insert other appropriate programs as relevant to your 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 Craigieburn 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 also follow our school's Acceptable Use Policy (e-Learning Guidelines and Information: Acceptable use of PC devices).

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

- Craigieburn 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.



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POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Craigieburn Secondary College understands that digital technologies including the internet, apps, computers and tablets 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 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.

Craigieburn 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 full potential and to equip them to become digitally literate, innovative and confident users so they can contribute responsibly, positively and meaningfully to society as happy, healthy young people.

Personal Devices at Craigieburn Secondary College

Classes at Craigieburn Secondary College are delivered with the use of Netbooks and BYO devices. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Flexible 1 to 1 PC program encompassing a co-contribution program and a Bring Your Own Device (BYOD) program. Craigieburn Secondary College has partnered with JB Hi-Fi which provides a BYOD portal where parents can purchase discounted devices with extended onsite warranty (repaired at school instead of mailed in) and accidental damage protection.

Students are required to have their own device that must:

- be brought to school in a protective case/sleeve
- have Windows 10 or macOS 10.14 (or later). Android, Linux & iOS devices are NOT accepted
- have commercial Anti-Virus (available through EduSTAR portal)
- have CPU: x86 architecture
- have a minimum of 4Gb of RAM
- have a keyboard
- have a battery that can last for the entire school day without requiring charge
- have enough space for the installation of Office 365 applications.

Please note that our school does not have insurance to cover accidental damage to students' devices.



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Craigieburn Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork. We also have devices that can be loaned to students in certain circumstances such as when Co-contribution or JB-HiFi purchased laptops are receiving warranty repair.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the IT Department at the College or to consult the 'e-Learning Guidelines and Information: Acceptable use of PC devices handbook' available for download from the College website.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Craigieburn 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 Craigieburn 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 dedicated ICT subjects at Years 7 and 8 and topics about online safety in the Health and Personal Learning curriculum at Years 7 - 9
- 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 and the School Wide Positive Behaviour Matrix 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 to block access to inappropriate content and monitor all internet activity conducted on the College network
- refer suspected illegal online acts to the relevant law enforcement authority for investigation



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- 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 their classroom teacher and the IT Help Desk 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 any computer used at the College, 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 Craigieburn Secondary College's *Statement of Values, Student Wellbeing and Engagement policy, Bullying Prevention policy* and the School Wide Positive Behaviour Matrix.

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), Craigieburn Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.



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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, Bullying Prevention* policies and the School Staged Response processes.

FURTHER INFORMATION AND RESOURCES

- ICT Breach staged response flowchart
- SWPBS Behaviour Matrix
- CSC Bullying Prevention policy
- Acceptable Use Agreement form contained within the 'e-learning Guidelines and Information handbook'

REVIEW CYCLE AND EVALUATION

This policy was last updated on 17/10/2020 and is scheduled for review in October 2022.