

Digital Learning (Internet, Social Media and Digital Devices)

PURPOSE

To ensure that all students, staff and other members of our school community understand:

- (a) our commitment to providing students and staff 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 at Travancore School.

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:

- Travancore School'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 technology 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.

Travancore School 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.

Digital Technologies at Travancore School

Classes at Travancore School are delivered with the support of digital technologies, provided by the school. Please note that our school does not have insurance to cover accidental damage to students' electronic devices brought from home, and parents/carers are encouraged to consider obtaining their own insurance for any personal devices brought to the school.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Travancore School, 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 Travancore 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 in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 (see Appendix A) outlining the expectations of students when using digital technology at school
- 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 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
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

- targeted support for parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home
- ensure DET technicians regularly update security systems.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students 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, who will subsequently notify administration, as appropriate.

All messages, files and images created, sent or retrieved on the school's network or digital technologies 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 Travancore School's *Student Engagement* policy, *DET Privacy Policy* Travancore School's *Acceptable Use of ICT Agreement* and classroom expectations.

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), Travancore School 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
- communication of breach to relevant external authorities, where appropriate.

REVIEW CYCLE

This policy was last updated on 27/05/21 and is scheduled for review in [05/23].

APPENDIX A: ACCEPTABLE USE AGREEMENT



Travancore School Acceptable Use of ICT Student Agreement

At the Travancore School we support the safe, respectful and responsible use of digital technologies. This agreement applies to digital technologies and social media tools including:

- ICT devices (e.g. iPads, shuffles, cameras, lap tops, computers, printers)
- Email and instant messaging (with teacher supervision only)
- Internet
- Social networking (access to social media is restricted in the Banksia classroom to ensure patient privacy)
- Video/photo sharing websites
- Blogs, wikis & forums

When I use technology at Travancore School, I agree to be a safe, respectful and responsible user at all times, by:

- Respecting others and communicating with them in a supportive manner
- Protecting my privacy (e.g. not giving out personal details, including my full name, telephone number, address, passwords and images)
- Protecting the privacy of others (e.g. never posting or forwarding their personal details or images without their consent)
- Handling ICT equipment with care and notifying a teacher if it is damaged. I may be asked to replace broken equipment that is deliberately damaged.
- Not interfering with network systems and security settings of the ICT devices.
- Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.

I have read and agree to comply with the terms of this agreement. I understand that my access to ICT, including the internet may be renegotiated if I do not act in a safe, respectful and responsible manner. Serious breaches may need to be referred to outside authorities.

Student Signature:	
Teacher Signature:	
Date:	

Adapted from DET, Acceptable Use Agreement, 2015