

Digital Learning (Internet, Social Media and Digital Devices) Policy



Help for non-English speakers.

If you need help to understand the information in this policy, please contact the college 5996 3544 or cranbourne.sc@education.vic.gov.au

Purpose

To ensure that all students and members of our college community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at college including our college netbook program
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- the college'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 college'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 college follows and implements when using digital technology
- our college prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Cranbourne 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 college's Acceptable Use Policy.

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

- [Cranbourne Secondary College 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](#) (college 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 college

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.

Cranbourne Secondary College believes that the use of digital technologies at college allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our college'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 Cranbourne Secondary College

Cranbourne Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our college are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to college. Cranbourne Secondary College has made special arrangements with Learning with Technologies who offer discounted prices for the lease or purchase of devices for our students. Cranbourne Secondary 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.

Students are invited to bring their own device to college each day to be used during class time for different learning activities. When bringing their own device to college, students should ensure that it:

- Is an approved notebook device
- Is fully charged each morning
- Is brought to college in a protective case

Please note that our college 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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Cranbourne Secondary College office on 5996 3544.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Cranbourne 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 Cranbourne 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 SWPBS

educate our students about digital issues such as privacy, intellectual property and copyright, and the

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importance of maintaining their own privacy and security online

- actively educate and remind students of our Student Wellbeing and Engagement policy that outlines our college'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 college 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/college portal and information sessions.

Distribution of college owned devices to students and personal student use of digital technologies at college 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 Cranbourne Secondary College IT department, immediately.

All messages created, sent or retrieved on the college's network are the property of the college. The college 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 college 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 college has established Social Media platforms using Facebook and Instagram for students to showcase their artwork, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our art classes. Parents are welcome to contact Cranbourne Secondary College if they have any questions or concerns about students participating in this forum.

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 college becomes aware that a student at the college 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 college 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 Cranbourne Secondary 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 college community (including

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cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Cranbourne Secondary 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:

- reteaching the expected behaviour
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the college's Student Wellbeing and Engagement and Bullying Prevention policies.

Communication

This policy will be communicated to our college community in the following ways:

- Available publicly on college website
- Available on Compass School Documentation
- Included in staff induction processes
- Hard copy available from college administration upon request

Policy Review and Approval

Policy last reviewed	Term 3 2024
Consultation. Consultation for this policy is mandatory	Student Representative Council & Multipride: Term 3, 2024 Staff Focus Group: Term 3, 2024 College Council: Term 3, 2024
Approved by	Catherine Gilchrist A/Principal College Council
Next review date	Term 4 2026