

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 iPad and Digital Devices 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 Ballarat High 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:

- Ballarat High 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 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.

Ballarat High 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.

PERSONAL DEVICES AT BALLARAT HIGH SCHOOL

Ballarat High School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads in years 7 – 9, and student choice digital devices from years 10 – 12.

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

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/carers are strongly 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 the BHS Technical Support team at the school. Further detailed information concerning our BYOD program is available on the school website.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Ballarat High School, 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 Ballarat High 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 which are delivered in classes and through our Learning Mentor program.
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- 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
- 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.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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

When using digital technologies, students are expected to behave in a way that is consistent with Ballarat High School'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), Ballarat High 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 ability to use BYOD device
- 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
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Approved by	Principal
Next scheduled review date	May 2024

Acceptable Usage Agreement

Ballarat High School students, parents and staff communicate, collaborate and learn using relevant and modern online platforms. These include email, Edumate, Google Apps for Education, interactive digital textbooks and online video. Ballarat High School implements a 1:1 Bring Your Own Device (BYOD) program in order to deliver relevant education in the 21st Century.

As members of digital learning and social communities it is essential for all members of Ballarat High School to develop a strong sense of digital citizenship. To address this need Ballarat High School is an eSmart accredited school, our commitment to delivering Cyber Safety and Digital Citizenship skills are outlined in our eSmart Policy. Our commitment and processes for building a supportive, inclusive and effective learning community is described in the Student Engagement Policy.

This policy is structured around our Digital Citizenship and eSafety Framework with reference to our school wide Learning Dispositions.

Judgement	Protect myself and others
Perseverance	Be resilient and proactive
Curiosity	Question things
Bravery	Take responsibility
Leadership	Consider my impact on others
Teamwork	Respect difference
Creativity	Contribute positively

Declaration

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

Protecting myself and others.

- Always set secure passwords, update them regularly, never share them.
- Never allow another person to use your personal device or account without your direct supervision.
- Never share anyone's personal details including your own such as full name, phone number, address or images online.
- Never take photos or record sound or video of others without their consent and when at school without permission from a staff member.
- Always obtain appropriate consent from all individuals who appear in images or sound and video recordings before forwarding them to other people or posting / uploading them to online spaces.

Being resilient and proactive

- Talk to a staff member, if they feel uncomfortable or unsafe, or see others participating in unsafe, inappropriate or hurtful behaviours.
- Immediately exit any negative cycle of communication, seek support if needed.
- Support and encourage others to report eSafety incidents or concerns.
- For assistance and advice outside of school <https://www.esafety.gov.au/>

Questioning things

- Observe age restrictions, parental consent requirements for websites.
- Be alert to websites which don't quite look right, think before you click.
- Never respond to spam or suspicious email. If you are uncertain contact a trusted adult or support@ballaraths.net
- Never enter even trivial personal information into online questionnaires.

- Discuss any advice you find online with a reasonable adult. Online advice, such as diet, fitness or relationship advice, is often wrong and sometimes dangerous or harmful. Taking responsibility for my actions.
- Maintain awareness of Australian law. At the time of writing any member of the public including students can face serious legal consequences for their actions online. <https://www.acorn.gov.au/learn-about-cybercrime>
- Not accessing or seeking to access websites which contain or are likely to contain inappropriate material or content.
- Abide by copyright and intellectual property law. Correctly referencing research sources. Plagiarised work will result in disciplinary action.
- Never bring to school or download unauthorised programs such as VPN's (Virtual Private Networks - are used to bypass school security).
- Handle ICT devices with care. Notify a teacher and support@ballaraths.net if they are damaged or require attention.

Considering my impact on others.

- Never initiate or participate in defamation or bullying (for example, harassing phone calls/text messages, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours or communications including via social media).
- Never attempting to log into another student's account or device or impersonate another person in any way.
- Never seek to interfere with digital technology or security systems or the data of other users.
- Keep all devices inactive and silent during class times unless they are required for learning and explicitly permitted by the Teacher.

Respecting difference

- Collaborate effectively with others, constructively and politely express differences of opinion.
- Consider and seek to understand the opinions of others.
- Never engage in or promote racist and discriminatory communications or social media.

Contributing

- Bring my device to school every day, charged and ready to use.
- Actively participate by working with the software and services specified by the teacher.
- Make use of digital technologies to support my learning beyond the classroom through study and revision.
- Eliminate or disable distractions such as notifications and messages in class or when studying.
- Do not play games or perform non school related activities in learning time.
- Treat my or any other device with care to ensure that it is fully functional and available for learning.
- Ensure that my device is stored in a protective case and insured for damage.

This Agreement applies to the use of any digital technology including personal phones at school, during school excursions, camps and extra-curricular activities. It also applies at home or in any environment where digital technology is used to interact with Ballarat High School or members of the school community including through public services such as facebook.

Ballarat High School reserves the right to actively monitor students and their online behaviour.

Where students fail to observe the Acceptable Usage Agreement the school will apply the processes outlined in the Student Engagement policy, the school may also.

- Temporarily confiscate devices, or require them to be handed in to the General Office or other location, including phones and personal electronics.
- Apply restrictions to limit connectivity or functionality of devices.
- Remove email and or network privileges.
- Require students to meet the cost of any damage to equipment of the school or other students.
- Authorities such as the police may be contacted where the law has been breached.

I have read and understand the terms of acceptable use and expected standards of behaviour set out within this policy.

This document is to be signed and returned to

Student Name

Student's Signature

Date

Parent/Guardian's Name

Parent/Guardian's Signature

Date

Review Cycle: This policy will be reviewed as part of the school's four-year review cycle. It may also undergo incremental adjustments in response to emerging trends and technologies.