



Mount Erin College

Digital Learning (internet, Social Media & Digital Devices) Policy

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 1-to-1 personal device program.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
- our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Mount Erin 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:

- Mount Erin 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.

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.

Mount Erin 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 interconnected 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 Mount Erin College

Mount Erin College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Mount Erin College has made special arrangements with Acer who offer discounted prices for the lease or purchase of devices for our students. Mount Erin 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, rather than use what is provided by the school. Laptops can also be borrowed daily from IT on a first come, first served basis.

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
- has at least 256 GB of storage

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact 03 5971 6000.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Erin 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 Mount Erin 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 our Digital Technologies classes that are mandatory at year 7 and 8.
- 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
- 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 the IT department 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.

Our school has established a social media page using Facebook and Instagram for communication with the community regarding school events, notifications and achievements. Parents are welcome to contact 03 5971 6000 if they have any questions or concerns about students and/or their classwork being showcased on this platform.

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 Mount Erin College'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), Mount Erin 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:

- 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.

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
- Made available in hard copy from school administration upon request

Policy Review and Approval

Policy last reviewed	25 May 2023
Consultation	School council was consulted in May 2023.
Approved by	Principal & School Council
Next scheduled review date	May 2025

Annexure A: Acceptable Use Agreement

Mount Erin College's Acceptable Use Agreement has been developed with the aim of protecting the safety, learning, privacy, rights and wellbeing of all students. It applies for the duration of the lesson and whilst at school as well as on Camps or School Activities.

Access to the Computer Network at Mount Erin College is provided to support and enhance student learning. This Agreement outlines the Guidelines for using the Network throughout the College. All students and a Parent/Guardian must read and sign the Agreement and return it to the College for use of the Network to be permitted and before a College approved laptop will be distributed to the student after purchase.

Students are responsible for any Mobile Devices brought to school. ***The school or staff are NOT responsible for any loss, theft or damage and does not insure Mobile Devices.*** Students who bring Mobile Devices to school do so at their own risk.

What is meant by Acceptable Use:

- Only use my laptop or other Mobile Device, such as mobile phones, for learning purposes and as instructed by their teacher
- act responsibly and not use the technology or device to find, create or send information that might be harmful, inappropriate or hurtful to themselves or anyone else
- I will not use the Internet to access, download or create unacceptable material
- I understand that the sending or possession of offensive or inappropriate material, that is racist, sexually discriminatory, Cyber bullying or abusive is against College Policies and the law and agree that I will not transmit or possess such material
- not take their Mobile Device (s) to class, exams or assessment tasks or use ear phones in class, unless it is a requirement stated through the Compass Lesson Plan
- seek prior permission from individuals before taking photos, recording or videoing them (including teachers)
- access the Internet only when it is appropriate to do so, with permission from their teacher
- respect the privacy of others and never post private information about another person on websites, social media and chat sites or by using SMS messages
- only take photos and record sound or video when being supervised, and only as directed, by their teacher
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online site or forum
- respect others when they talk to and work with them online and never participate in online bullying
- I understand that plagiarism (presenting someone else's work as my own) is unacceptable.

- I will not reveal personal information about myself or others, including names, addresses, telephone numbers or credit card details via the College network.
- seek teacher permission before uploading any content to websites (e.g. blogs) or any form of Social Media
- I agree not to copy, print or download software, data or material protected by copyright

Acceptable Use of the College Network:

- I am responsible for all actions taken using my user account.
- I will not damage any computers or computer systems by abusing hardware or altering programs.
- I understand that my Network Account (username and password) identifies me and that all communications (both internal and external) and my Network use on all devices is subject to monitoring by the school, including the installation of software for that purpose.
- I will not attempt to gain Administrator Access to any device that has access to the College Network without express prior permission from the Assistant Principal or IT Administrators.
- I understand that the College reserves the right to modify or erase any or all data/software that is contained on any device that accesses the College network.

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Acceptable Use of Network (Internet), Laptop and Mobile Devices Agreement

I understand that student use of the College Network, any laptop or Mobile Device must adhere to College Rules, the Cooperative Classrooms Policy and Classroom Expectations.

I understand that violation of these terms may result in cancellation of Network access, school disciplinary action and/or appropriate legal action.

This could include their Mobile Device (eg phone or laptop) being confiscated if it is used inappropriately.

If a Mobile Device(eg phone or laptop) is confiscated, the incident will be recorded and the item will be stored in the safe at the General Office and the following processes will apply:

- **First Incident:** The classroom teacher will issue a recess or lunchtime detention. The student can collect the device at the end of the day, and will need to sign their device out.
- **Second Incident:** The Year Level Leader will issue an After School Detention in this instance, providing notification to parent/guardians. The student can collect the device at the end of the day, and will need to sign their device out.
- **Third and Subsequent Incidents:** The parent/guardian will be contacted by a Year Level Leader or Principal and required to come to the Office to collect the item personally. The student will not be permitted to collect the device at this time

Students and families are encouraged to discuss the use of Mobile Devices use together and to contact the College on 5971 6000 if they have any questions regarding the acceptable use of these devices.

The signed Agreement will remain effective for the duration of the student's time at Mount Erin College. A copy of the Acceptable Use Agreement is located on the College website www.mounterin.vic.edu.au