Digital Learning Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact the Kew High School at (03) 9092-7500

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 **QTablet** 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 Kew 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 and students also follow our school's Acceptable Use Policy.

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

- Kew 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.

Kew 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 Kew High School

Kew High School operates a 1-to-1 QTablet Program. Classes at our school are delivered with the use of laptop computers.

Parents/carers are invited to purchase a Qtablet for their child to bring to school. The Kew High School Council enters into an arrangement each year with a preferred supplier who is able to offer a tailored, accessible program for our students.

Students are required to bring their laptop 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 nor theft to students' devices, and parents/carers are strongly encouraged to consider obtaining their own insurance for their child's device at the point of purchase.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kew 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 Kew 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, including [insert details of specific programs]
- educate our students about digital issues such as privacy, cybersecurity, intellectual property and copyright, and the importance of maintaining their own privacy and security online
- actively educate and remind students of our *Student* Engagement and Wellbeing 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.

The loan 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 a Student Learning and Wellbeing staff or 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 an Instagram and Facebook page. From time-to-time students are invited to showcase their work on the platforms. Parents are welcome to contact the Community Liaison Officer 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 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 Kew 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), Kew 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 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 Compass portal
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in Compass Newsfeed
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2024
Consultation	Staff, School Council
Approved by	Principal and School Council
Next scheduled review date	November 2026

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Kew High School

ACCEPTABLE USE AGREEMENT
INTERNET, DIGITAL & ONLINE TECHNOLOGIES

Kew High School believes the teaching of cybersafe, and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

In addition to the above, all users will have to comply with the Acceptable Use Policy for Department of Education (DoE) Information, Communications and Technology (ICT) Resources, and requirements of information privacy laws. They are available at https://www.education.vic.gov.au/aup

STUDENT AGREEMENT

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

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy and security of my school community by not sharing or posting the link to a video conferencing meeting with others, on websites or social media forums.
- Talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate, or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear, I will seek further explanation from a trusted adult.

- Confirming that I meet the stated terms and conditions, completing the required registration processes with factual responses about personal details.
- Handling the ICT device with care and notifying a teacher if it is damaged or requires attention.
- Not deliberately entering or remaining in any site that has obscene language or offensive content (e.g. racist material or violent images).
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio, and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another person.
- Not bringing to school or downloading unauthorised programs, including games.

In addition, when I use my personal mobile phone, I agree to be a safe, responsible and ethical user at all times by:
- Respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying (for example, harassing phone calls/text messages, supporting others in harmful, inappropriate, or hurtful online behaviours by forwarding messages)
- Keeping the device on silent and out of sight when on school grounds; except for approved learning purposes
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent, or it is part of an approved lesson
- Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Conditions of use for devices used at school:
- Students must bring their laptop fully charged to school every day.
- Parents/guardians and students should be aware that files stored on the device, or on the school's server, are not private.

Damage or loss of equipment:
- All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device.
- The manufacturer's warranty does not cover malicious damage, vandalism or loss/theft of the device.
- In the case of a suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- Students are required to replace lost or damaged chargers.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

The student is responsible for:

- Adhering to the school's Acceptable Use Agreement or Student Engagement Policy when using the machine, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set as per Department of Education standard.

DEFINITION OF DIGITAL TECHNOLOGIES

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Emails and instant messaging
- Internet and intranet
- Social media, networking sites and photo & video sharing sites (e.g. Facebook, TikTok, Youtube)
- Wikis, Blogs and Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool, Reddit)
- Video and Web conference and podcasts

This Acceptable Use Agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions established within Kew High School's Student Engagement Policy if I do not behave appropriately.

PARENT/GUARDIAN AGREEMENT - ONLINE SERVICES

Kew High School use selected vendors for the provision and management of online services. These providers include Microsoft and Compass Education.

- Microsoft manage and provide our school email and some collaboration services such as, Office 365. This service is hosted from Australia. Your Services' data may be transferred to, stored and processed in the United States or any other country where Microsoft or its affiliates, subsidiaries or service providers maintain facilities. Microsoft abides by the U.S.-EU Safe Harbor Framework and the U.S.-Swiss Safe Harbor Framework as set forth by the U.S. Full details of privacy management are available here https://privacy.microsoft.com/en-us/privacystatement

- Compass Education manage and provide our online school management service Compass. Compass runs both onsite and across other replicated secure state-based locations. Compass Education adhere to strict data management practice in alignment with Victorian privacy obligations and do not replicate or host data trans-border. For more information, please refer to https://policies.compass.education/privacy

In accepting this agreement, you agree and understand that email and other personal information will be managed by these service providers in alignment with their privacy policies. For more information, please do not hesitate to contact the school.

If you have any concerns about this agreement, please contact the school. For further support with online issues students can call **Kids Helpline** on **1800 55 1800**.

Parents/carers call **Parent line** on **13 22 89** or visit
https://www.betterhealth.vic.gov.au/health/serviceprofiles/parentline-service