



Digital Learning (Internet, Social Media and Digital Devices)

Help for non-English speakers



If you need help to understand the information in this policy, please contact Mount Clear College on 03 5330 1500 or mount.clear.sc@education.vic.gov.au

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 1:1 laptop program
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops and 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 and staff at Mount Clear 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 Clear 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 Clear 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 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 Mount Clear College

Classes at Mount Clear College are delivered with the use of 1:1 laptop computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Please see our 'Laptop Program' booklet for details on the devices, payment options and usage.

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.

Mount Clear College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Clear College, 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 Mount Clear 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 Cybersafety and Respectful Relationships
- 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.

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 Mount Clear 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 Clear 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:

- A link to the policy is included in the staff handbook provided to staff during induction
- Policy updates are discussed at staff meetings/briefings and advised on the Bulletin
- Made available publicly on our school website <https://mountclearcollege.vic.edu.au/policies-and-documents>
- A link to all school policies is included in transition and enrolment packs
- Students and families will be notified of updates via Compass
- School Council
- Included as annual reference in the school newsletter
- Made available in hard copy from school administration upon request

Review Cycle and Evaluation

Version Date	7 July 2021
Policy Date	July 2021
School Council Approval	Not Required, Principal Approved
Person Responsible	Assistant Principal Curriculum
Next scheduled review date	July 2023

Annexure A: Acceptable Use Agreement

Acceptable Use Agreement

Acceptable Use Agreement Information

Parents/Guardians and students are required to read this document in its entirety as a family, then complete, sign and return the page containing Part C.

Part A – College ICT Profile Statement

At Mount Clear College we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

At our School we:

- have a **Student Wellbeing and Engagement Policy** that outlines our School's values and expected standards of student conduct, including consequences for breaching the standards. This Policy extends to online conduct;
- have programs in place to educate our students to be safe and responsible users of digital technologies. Mount Clear College uses Compass, Internet and digital technologies as teaching and learning tools. We regard the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. The College provides education to students on how to be safe, responsible and ethical users of digital technologies through a Year 7-9 Cybersafety Presentation Program. Parent/Guardian Cybersafety Information Sessions are conducted annually for all Year 7 Parents/Guardians as well as any new families with students attending our College.
- provide information about digital access issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies for school-directed learning;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
 - Duty of Care and Supervision
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation; and
- support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
 - Bullystoppers Parent Interactive Learning Modules
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
 - iParent | Office of the Children's eSafety Commissioner
(<https://www.esafety.gov.au/education-resources/iparent>)

All students are required to agree to use Compass, Office 365 programs and subject-based online tools as well as general Internet use responsibly whilst at school - a summary of all online services used at Mount Clear College is provided on our College website. By signing Part C of this Agreement, you are accepting your child's access to these programs. The most regularly used programs and their functions are displayed in the table below:

MCC Learning Platforms	Applications/Functions
 <p>Compass School Manager</p>	<p>Student Schedule/Calendar: Student schedules will be updated to reflect online learning expectations.</p> <p>Compass News Feed: Teachers will provide direction for learning activities in the News Feed section.</p> <p>Compass Learning Tasks: Learning Tasks will continue to be used for assessment tasks, to track due dates and for student submission of tasks.</p> <p>Email: Students and teachers can communicate about their learning one to one.</p>
 <p>Office 365</p>	<p>MAIN APPLICATIONS USED:</p> <p>Teams: Teams enables students to participate in online lessons via video conferencing, calls and messages with their classes, including groups and individuals.</p> <p>Outlook Email: Students and teachers can communicate about their learning one to one.</p> <p>OneNote: Students access structured lesson sequences in online class notebooks where a variety of files and links to resources are embedded for them to work through. Also, teachers can provide feedback directly onto the students' notebook, in written or audio format.</p>
<p>Subject-based Tools</p>	<p>Ed Rolo, Education Perfect, Essential Assessment, Jacaranda Maths Text</p> <p>These tools support skill-building in specific learning areas and are all accessible via the School Favourites ('Star') menu in Compass</p>

Compass is a password protected online learning space for all Mount Clear College students. In this space students will be able to access tools to communicate and collaborate with other students and be able to access learning activities, timetable and their own data both at school and at home.

If you have the internet at home, or are able to access it via mobile technology (eg. 3G or 4G networks), encourage your child to show you what they are doing online. If not, see if you can make a time to visit the College to see their work and how the school uses the internet.

Part B – Advice for Parents/Carers

At Mount Clear College the internet is used to support teaching and learning. Not only is it a resource for students, but it is increasingly being used as a social space to meet, play and chat after hours.

Bullying, stranger danger, gossip and telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which are now present online. These are not 'virtual' issues. They are real and harm or hurt.

At home we recommend that you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities;
- ask them to give you a tour of their 'space', if they are using a site which allows them to chat, publish photos, play games, etc. whilst online;
- always ensure the settings on their space/page are set to private (or show them how to control the privacy options), if they are using a social networking site;
- have the computer with internet access set up in a shared space in the house – not in your child's bedroom;
- negotiate appropriate times for your child's online activities and use of mobile phones;
- ask questions when your child shows you what they are doing;

- designate a place to charge the laptop/mobile phone overnight in a shared area such as the kitchen; and
- monitor the use of laptops/mobile phones and not allow them to be used in the bedroom overnight to ensure that students are not sending messages to friends and that your child has sufficient sleep.

Part C – Acknowledgement – This page must be retained by Mount Clear College

When I use digital technologies, I agree to:

- protect my privacy and that of others by not giving out personal details, including full name, contact numbers, addresses or photos;
- use appropriate and respectful language when communicating with others when I am online and never participate in online bullying (ie. not post or forward messages that are harmful or hurtful);
- use technology responsibly and for educational purposes as directed by my teacher. I will be aware that content that I upload or post is my digital footprint;
- talk to a teacher or trusted adult if I feel uncomfortable when online, or find other students participating in unsafe, inappropriate or harmful online behaviour;
- **only use the internet at school to access educational sources or as directed by the teacher;**
- not interfere with the internet security of others, including logging into another users account and interfering with data that is stored in that account;
- keep my password safe and to not reveal it to anyone except the College's network administrators;
- think carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me for many years to follow; and
- protect the privacy and security of my school community by not sharing or posting the link to videos of events or meetings with others.

When I use my laptop in the classroom setting, I agree to:

- handle ICT devices with care and notify a teacher or the ICT team of any damage or attention required and to bring my device to class charged and ready to use;
- take reasonable measures to ensure the safety and security of the device (this includes, where appropriate, carrying the device in a protective case, storing the device in my locker or school bag [if I opt not to use a locker] when not in use, changing the password frequently and to not reveal it to others);
- take reasonable measures to ensure that all data on the device will be appropriate for school and is used for educational purposes (this includes any device on loan whilst my own device is being repaired);
- use only approved educational apps/programs during class time or as directed by the teacher;
- the teachers removing apps/programs from the device that are inappropriate - such as any games being played in class, social media apps;
- keeping at least 5Gb free on the device for schoolwork;
- have all the specified school apps/programs on my device at all times;
- keep my iOS software up to date;
- not interfere with network systems and security or the data of another user;
- keeping my device free of social networking apps (including Facebook, Snapchat, etc);
- seek permission from individuals (including teachers) before taking photos, recording sound or videoing them;
- seek written permission from individuals involved before I publish or send this digital media to other people or any online space; and
- respect the privacy of others by not interfering with their device or any data that is stored on that device.

The Acceptable Use Agreement also applies during school excursions, camps and extra- curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at the College will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or removed.

Student Name		Year Level	
Student Signature		Date	/ /
Parent/Carer Name			
Parent/Carer signature		Date	/ /

If you have any concerns about this Agreement please contact the College.