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

**Help for Non-English Speakers**

If you need help to understand the information in this policy, please contact a Coordinator or the General Office.

## 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 personal device program or insert other appropriate programs as relevant to your school]

(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, discerning and ethical 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 St Albans 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- St Albans Secondary 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 including Artificial Intelligence, applications and systems that students and teachers use for learning and teaching; this includes Department-provided software and locally sourced devices, tools and systems.

## 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 the 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, personalized, engaging, and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalized learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

St Albans Secondary 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 St Albans Secondary College

St Albans operates a Bring Your Own Device (BYOD) program which means students must bring their own purchased or leased device with them to school each day. Classes at our school are delivered with the use of iPads/tablets/notebook computers.

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

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:

- Checked by the College IT Department and provisioned by the IT department to connect to the College Network according to the school specifications
- Is fully charged each morning
- Is brought to school in a protective case. This must be a single sleeve with no pockets. Larger computer bags cannot be brought to class and are to be left inside lockers
- has meets the minimum technical specifications required as outlined on the College website

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 their Coordinator or the IT Department.

## BYOD Equity Scheme

Students experiencing excessive hardship can apply for additional support to assist them as detailed below. The College will make available a limited number of ICT devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship.

- **Category 1** - Emergency circumstances. To be eligible for a device under the criteria of emergency circumstances:
  - A family would be experiencing a change in financial circumstances as a result of a sudden or unexpected event which results in a sudden loss of income or access to resources (e.g. a fire, flood, theft etc).

- **Category 2** – Financial Hardship. To be eligible for a device under the criteria of financial hardship:
  - A family needs to present a valid Health Care Card, and
  - Both parents/caregivers are not currently in full time employment.
  - In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.
  - A deposit $50 is paid at the time of loan, which will be refunded once the device is returned in good working order.

- An application form can be found in this policy (Appendix 1) and should be submitted to Year Level Coordinators who can support students and families in all aspects of the device loan process.
- For more information on support available and eligibility criteria, students and families should speak to their Year Level Coordinator.

## Safe and Appropriate use of Digital Technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At St Albans 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 St Albans 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 purposes 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 and ethical users of digital technologies, including processing tools powered by AI technology.
- 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 Wellbeing and 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 families 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 and signed the 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 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 St Albans Secondary College's Statement of Values, Student Management 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), St Albans 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:

- 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
- discussed at staff briefings/meetings as required
- uploaded for staff on Compass
- discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

| Policy Last Reviewed | April 2024 |
|---|---|
| Consultation | |
| Approved By | |
| Approved Date | |
| Next Scheduled Review Date | April 2027 |

# APPENDIX 1: ACCEPTABLE USE AGREEMENT

School profile statement

At St Albans Secondary 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 Engagement and Wellbeing Policy and Student Management 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
- provide information about digital access issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- 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;
  - support parents and families 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/educationresources/iparent)
  - **Student declaration**
  - 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
  - protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
  - protecting the privacy of others by never posting or forwarding their personal details or images without their consent;
  - Abiding by the guidelines of the St Albans Secondary College's Ethical Use of AI Guidelines as in Appendix 3
  - talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours;
  - thinking 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;
  - reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
  - meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
  - handling ICT devices with care and notifying a teacher of any damage or attention required;
  - abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
  - not accessing media that falls outside the School's policies;
  - not downloading unauthorised programs, including games;
  - not interfering with network systems and security or the data of another user;
  - nor attempting to log into the network with a username or password of another student.

In addition, I understand use my personal mobile phone (includes smart watches) is prohibited at the College as per the College Mobile Phone Policy and if brought to school I understand I must keep it in my locker.

On excursions where approval has been given by the school to use devices, I will:

- keep my device on silent, and only make or answer calls or messages during break times (unless approved by a teacher)
- Only take and share photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson/activity.

Signature: _____

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 and consequences established within the school's Student Engagement and Wellbeing Policy if I do not behave appropriately.

Student Name: _____

Student Signature: _____

Parent / Guardian Name: _____

Parent / Guardian Signature: _____

Date: _____

## APPENDIX 2: BYOD EQUITY PROGRAM – APPLICATION FOR LOAN OF DEVICE

Name of Student: _____ Home Group: _____

Name of Parent/Guardian: _____

St Albans Secondary College has access to a limited number of I.T. devices to support families who have experienced emergency circumstances or who are experiencing extreme financial hardship. **Emergency circumstances** would apply to any situation or unexpected event which results in a sudden loss of income or access to resources (E.G, a fire, flood, theft etc). To be eligible for Financial Hardship a family would be expected to hold a Health Care Card with both parents/caregivers not currently in full time employment. In all cases, the loan of a device is temporary (up to 6 months) to provide a family with time to purchase their own device.

**Reason for Application**

- Category 1 - Emergency circumstances
- Category 2 - Financial Hardship

**In applying for the loan of a College device we agree and understand the following:**

- We understand that the loan is for a maximum period of six months and will be issued through the library borrowing system. All devices must be returned 2 weeks prior to the final day of attendance for the Year Level;
- We agree to put a plan in place to purchase a device;
- We agree to pay a $50 deposit for the loan of a device. This deposit will be refunded upon return of the device. If the device is not returned, I understand I will be invoiced for the replacement cost of the device;
- We agree to attend an interview with a Year Level Coordinator to discuss our circumstances; χ We understand all device loans are at the College's discretion;
- We understand that if the application is successful we are liable for all damage to the loaned device and will ensure this is reported immediately to the IT department;
- We understand that a device must not be shared and is only approved for use by the named student applicant in this application.

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent / Guardian Signature: _____ Date: _____

Students, please submit completed applications to your Year Level Coordinator who will organise a parent/guardian interview to proceed with application.

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Office Use Only

Date of Interview: _____

Device Approved: ☐ Yes  No ☐                    Receipt of Deposit Confirmed: ☐ Yes  No ☐

E-Form and Compass Chronicle Entry Completed: ☐ Yes  No ☐

YLC Name: _____ YLC Signature: _____

*All forms must be filed in student files at the General Office.*

Interim Ethical and Unethical Use Overview

## Artificial Intelligence and Academic Integrity

Artificial Intelligence (AI) can be used to support and deepen learning.  There is also a risk that your academic integrity could be compromised through using AI in unethical ways.  In this document you will find the St Albans Secondary College guidelines for the ethical use of AI in your learning.

**Guiding Principle:** Artificial intelligence must not be used in a way that compromises the academic integrity of your work.

| Ethical Use | Unethical Use |
| --- | --- |
| *If you use AI in a way that compromised the authenticity of your work, these "ethical uses" become unethical.* | |
| **CONCEPT EXPLANATION** – Can simplify complex concepts.<br><br>**RESOURCE CREATION** – For example flash cards, revision activities or quizzes.<br><br>**FEEDBACK & EVALUATION** – Can provide instant feedback on work to improve quality before submission.<br><br>**LOCATE SOURCES** – Can use to find sources to help with research.  Similar to using Wikipedia or Google. | **PLAGIARISM** – Using AI-generated content verbatim without proper citation or presenting AI-generated work as your own is unethical and is plagiarism.  This would be the same if you took definition from a Google search.<br><br>**MISREPRESENTING ABILITIES** – Using generative AI to complete tasks that are beyond your understanding and presenting then results as your own.  This included using generative AI to redraft your work.<br><br>&bull; Spell and grammar check is acceptable<br>&bull; Changing the vocabulary used, sentence structure and text structure is unacceptable.<br><br>**PERSONAL INFORMATION** – Do not share personal information about yourself and others.  How this information will be used is not clear event if you have consent from others, it is not informed consent. |