DIGITAL LEARNING POLICY
Internet, Social Media & Digital Devices

Approved by the Principal in December 2022

THORNBURY HIGH SCHOOL

Help for non-English speakers
If you need help to understand this policy, please contact the General Office.

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 BYOD program across Years 7-12.
- 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 at Thornbury 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:
- Thornbury 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 being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video. Mobile phones are addressed in the Mobile Phone Policy.

POLICY

Vision for digital technology and digital literacy at our school
Digital literacy refers to an individual's ability to find, evaluate and compose clear information through writing and other mediums on various digital platforms. Digital literacy develops an individual's grammar,

composition, typing and problem solving skills. It builds students' ability to use technology to produce writings, images, audio and designs. Digital literacy is developed through stand-alone computers and mobile devices that access the internet and utilise social media. Digital literacy does not replace traditional forms of literacy, instead building upon the skills that form the foundation of traditional forms of literacy.

A considered and measured approach is vital when implementing a digital literacy program. Whilst there is broad, general support for technology in schools, there is a need to ensure clear goals across the curriculum. Computers are tools just like textbooks and whiteboards; simply having the tool isn't guaranteed to improve student outcomes. Our focus on traditional forms of literacy and numeracy is supplemented and supported by digital platforms.

We run a 'bring your own device' (BYOD) program, with families providing a laptop (Windows or Mac) for each student.

Our digital literacy program has three distinct phases, aligning with the three phases of education.
- Year 7+8 students take devices to the majority of classes. The focus is on using ICT as an organisation and communication tool. Google Docs are used for drafting and publishing, Google Slides for presentations.
- Year 9+10 students take devices to the majority of classes. The focus is on using ICT to enhance learning with an increased focus on subject specific uses.
- Year 11+12 take devices to classes as needed. There are some tasks for which a device is regularly required, and others where students have a choice about whether or not to use a device. Students exercise agency to determine when and how they use their device to support their learning.

Thornbury High School believes that the appropriate 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.

BYOD
We recommend that students use a Windows or Apple laptop, although a tablet with a separate keyboard is acceptable for Years 7 and 8. (Linux devices are incompatible with THS infrastructure.)

There are three options for sourcing a device:
1. Current device owned by the family
   Some families may already own a laptop suitable for their child. A student would need to be able to bring the device to school each day, and use it outside of school hours to complete homework. The minimum specifications for such a device are outlined below.
2. Purchase of new device from a retailer
   Families may choose to purchase a device from a retailer. There are many suitable laptops available, and you may be able to negotiate a competitive price. If you choose this option, ensure the device is rugged enough for use at school (frequent open/closing of the laptop, carrying on public transport, etc).
3. Purchase of a new device through the Learning With Technologies portal
   The laptop purchase portal is available for families to purchase a device. Repairs for most devices under warranty purchased through the portal can be arranged through the school's ICT Team.

To ensure all software and online platforms run effectively, we advise that student laptops meet the following minimum specifications:

	Windows	Mac
Version	Windows 10	10.13
Browser	Google Chrome	
Memory	8GB	
Storage	256GB SSD	
Screen size	12.4"	

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Thornbury 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 Thornbury High School, we:
● use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred and building digital literacy skills.
● restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims.
● supervise and support students using digital technologies in the classroom.
● effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students.
● educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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 technology at school.
● use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 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 safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 relevant sub-school leader as appropriate, 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
Our school follows the Department's policy on <u>Social Media Use to Support Learning</u> 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.

<u>School-run social media</u>
The following guidelines apply to Social Media accounts run by Thornbury High School:
- Proposals for establishing new Social Media platforms and accounts should be made in writing to the Principal.
- A generic Thornbury High School email address must be used to create the account (eg facebook@thornburyhs.vic.edu.au).
- Protocols around type of content, voice, frequency of posting and settings allowing interaction from the general public must all be established and approved by the Principal prior to creating the account.
- Posts must reflect the values of Thornbury High School and DET.
- Caution should be taken when responding to any private messages linked to the account. Private message replies should never speak on behalf of the school, but rather direct the enquiry to the relevant email address, phone number or webpage.
- Staff members will be given access to manage and post content at the discretion of the Principal. Thornbury High school prefers that a member of staff be employed at our school for more than six months before this access is granted.

Student behavioural expectations
When using digital technologies, students are expected to behave in a way that is consistent with Thornbury 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), Thornbury High School will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.

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.

<u>Damage to ICT equipment</u>
When ICT equipment is damaged (accidentally or intentionally) by a student, Thornbury High School may seek a monetary contribution from the family towards the cost of repairing or replacing the equipment. The contribution amounts are determined on a case-by-case basis once a formal quote for cost of repair or replacement has been obtained.

COMMUNICATION
This policy will be communicated to our school community in the following ways:
- Provided to staff at induction, child safety briefings and included in staff handbook/manual
- Made available publicly on our school website
- Made available in hard copy from Reception upon request

REVIEW CYCLE

Policy last reviewed:	Dec 22
Consultation:	School Council, Nov 2019
Approved by:	Principal
Review date:	Dec 24

ANNEXURE A: ACCEPTABLE USE AGREEMENT

In order to enhance student learning, Thornbury High School is committed to the provision and use of appropriate digital technologies throughout the school. Digital devices can be used in a wide range of subjects to allow students to further develop their understanding of topics.

In addition to having to comply with the ICT Acceptable Use Policy, all users will have to comply with the Acceptable Use Policy for DEECD Information, Communications and Technology (ICT) Resources. The Policy is available at http://www.education.vic.gov.au/aup

Definition of Digital Technologies
This agreement applies to digital technologies and social media tools including (although not limited to): school owned ICT devices (e.g. desktops, laptops, iPads, printers, scanners), mobile phones, bring your own devices (BYOD's) including chrome books and iPads, email, social networking sites (e.g. Facebook), blogs, micro-blogs (e.g. Twitter), Google Apps for Education, video and photo sharing websites (YouTube) and cameras.

Student Declaration
When using digital technologies, I agree to be a safe, responsible and ethical user at all times by:
- using ICT at the school for educational use only.
- protecting my privacy rights and those of other students by not giving out personal details including full names, telephone number, addresses and images.
- not bringing, storing, transferring, or displaying offensive or inappropriate material at school or on school provided services.
- handling school owned ICT devices with care and notifying a teacher if it is damaged or requires attention.
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- not bringing to school or downloading unauthorised programs, including games.
- not using ICT to bully, defame, harass, spam or discredit any member of the School community or the broader community.
- not using cameras or personal devices to take photos or videos without express permission of a staff member.

This ICT Acceptable Use Policy applies when a student is using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities.

This Agreement will remain in effect for the duration of the student's enrolment at Thornbury High School.