

Digital Learning Policy

(Internet, Social Media and Digital Devices)

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
- (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 technologies
- (f) our College prioritises the safety of students whilst they are using digital technologies.

SCOPE

This policy applies to all students and staff at Portland Secondary College.

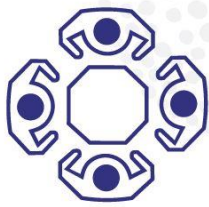
Staff use of technology is also governed by the following Department policies:

- [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](#).

An Acceptable Use Agreement exists which is signed by each student and their family upon their enrolment and each year of their enrolment.

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

- Portland 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)



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DEFINITION

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 technology 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, mobile 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.

Portland 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 Portland Secondary College

Many classes at Portland Secondary College are delivered with the use of laptops and netbooks. Students are expected to bring a charged laptop or netbook to school each day to be used during class time for different learning.

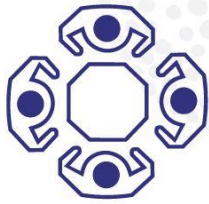
Portland Secondary College operates a Bring Your Own Device (BYOD) Program which means students must bring their own purchased netbook or laptop with them to school each day.

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 128 GB of storage
- operates on OS version 10.14 or later

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.

The College has arrangements in place to support families who may be experiencing long or short-term hardship to acquire a device for schoolwork.



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Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the General Office at the main campus.

Safe and appropriate use of digital technologies

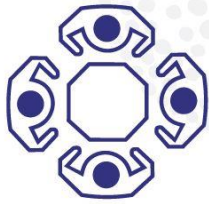
Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Portland Secondary College, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

At Portland Secondary College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- 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 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
- 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 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 and website
- regularly monitor student traffic on the College's computer networks to identify potential problems
- audit the use of privately-owned ICT equipment such as memory sticks bought onto the school premises and school folders on the network.

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 their classroom teacher or mentor as appropriate, immediately.



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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.

Social media includes any online applications such as social networking sites, wikis, blogs, micro blogs, video and audio sharing sites and message boards that allow people to easily publish, share and discuss content.

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.

Parents who have any concerns about the College's use of social media are asked to contact the Principal at the College.

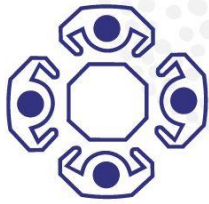
Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Portland Secondary 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), Portland 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.



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COMMUNICATION

This policy will be communicated to our school community in the following ways:

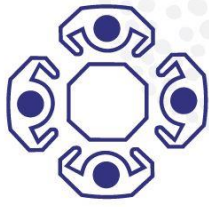
- College website
- Staff Induction process
- Staff Knowledge Base
- Included in Student Planners so that it is easily accessible to parents, carers and students
- Included in Enrolment Packs
- Made available in hard copy from School Administration upon request

RELATED POLICIES AND RESOURCES

- [Bullying Prevention Policy.docx](#)
- [Student Wellbeing and Engagement Policy.docx](#)
- [Inclusion and Diversity Policy.docx](#)
- [Statement of Values and School Philosophy.docx](#)
- [Student Acceptable Use Agreement](#)
- [Acceptable Use – Information and Communications Technology Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Social Media Use to Support Student Learning.](#)
- [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)
- Portland Secondary College's Child Safety Code of Conduct

REVIEW CYCLE

DATE	VERSION	APPROVED BY	NEXT REVIEW
August 2024	6	Principal Jo Kindred	July 2026



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APPENDIX A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement (AUA) - Portland Secondary College

At Portland Secondary College we support the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour from all members of the school community as outlined in our *Student Wellbeing and Engagement Policy* and our *Bullying Prevention Policy*. We provide a filtered internet service at Portland Secondary College but we acknowledge that full protection from inappropriate content can never be guaranteed.

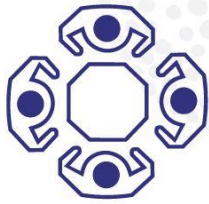
Parents and carers are encouraged to become familiar with cyber safety issues. The Department of Education and Training provide interactive resources for families that can be found at <https://www.vic.gov.au/bullying-information-parents>. The Office of The Children's eSafety Commissioner also provides a range of materials at <https://www.esafety.gov.au/key-topics>

Students and parents/carers are to read the following information that outlines the Portland Secondary College Acceptable Use Agreement. The student and their parents/carers are required to sign the Acknowledgement form either physically or through the Acceptable Use Agreement Compass Event.

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 writing or participating in online bullying (e.g. 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.
- Keeping passwords secret. Students are responsible for any activity on the network using their login name.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online.
- Talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions and completing the required registration processes.



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- Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary.
- Not downloading unauthorised programs, including games.
- 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 student.
- Not attempting to gain entry to the system under any other username than their own except where approved by the Information Services Manager.
- Not using the Portland Secondary College name, logo or images on social media and web platforms outside of the designated school social media and web platforms.
- Handling ICT devices with care.
- Not attempting to delete, alter or corrupt any files other than those in their own folder.
- Ensuring that no objectionable material is stored, displayed, downloaded or transmitted on the system.

User Responsibilities:

Families are responsible for

- Notifying Portland Secondary College if the device is damaged so that a student's learning program is not interrupted whilst it is being repaired or replaced.
- Making sure the device is covered under their insurance, so that it can be replaced if it is damaged, lost, or stolen to ensure a student's learning is not interrupted.
- Ensuring their child's device has virus protection.

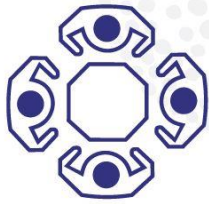
Students are responsible for

- Bringing their fully-charged device to school each day
- Backing up data and saving work appropriately
- Carrying their device in an appropriate protective case at all times
- Keeping their device locked in a locked locker when it is not in use.
- Adhering to this Acceptable Use Agreement when using the machine, regardless of location, in class and when not in class.

Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (but not limited to):

- school owned ICT devices (e.g. computer lab desktops, printers, scanners etc)
- student owned ICT devices (e.g. mobile phones, laptops, tablets)
- Not using another person's mobile device without their presence and permission
- email and instant messaging
- internet, intranet



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- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, camps and extra-curricular activities.

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 Wellbeing and Engagement Policy and Bullying Prevention Policy if I do not behave appropriately.

Student name:

Student signature:

Parent/Carer name:

Parent/Carer Signature:

Date: _____

Acknowledgement by School

Staff member name: _____

Signature: _____

Date: _____