

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 the College on 9890 0571

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 BYOD 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 Box Hill Senior 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 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:

- Box Hill Senior 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, 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.

Box Hill Senior 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 Box Hill Senior Secondary College

Box Hill Senior Secondary College operates a Bring Your Own Device (BYOD) program. 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. Box Hill Senior Secondary College has made special arrangements with Edunet who offer discounted prices for the lease or purchase of devices for our students. Box Hill Senior Secondary College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the school.

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
- For Apple Computers – Current operates on OS version 10.14 or later and for Windows based devices – Currently Windows 10,1909 and newer

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 the College on 9890 0571

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Box Hill Senior 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 Box Hill Senior 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 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 seminars provided by Elevate Education and Elephant Ed.
- 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 a member of the Student Services team or Assistant Principal 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.

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 Box Hill Senior 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), Box Hill Senior 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 and communicated yearly through Compass
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	13 OCTOBER 2022
Approved by	Principal – Warren Dawson
Next scheduled review date	January 2025

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Form E

BOX HILL SENIOR SECONDARY COLLEGE

BYOD PROGRAM

Dear Parents,

All students attending BHSSC are strongly encouraged to have an approved electronic device (laptop). The College supports both MacOS or Windows platforms. This requirement ensures students have access to eBook resources and the internet to support their learning.

The **minimum requirement** for a **Bring Your Own Device (BYOD)** to be connected to the College wireless network is:

- Currently supported Operating System
 - For Apple computers – Currently MacOS 10.14 and newer. (latest 3 major versions)
 - For Windows based devices – Currently Windows 10, 1909 and newer. (1.5 – 2.5 years after release)
- Microsoft Office (Available for Windows and macOS from Office 365 using school login)

If students do not already own a suitable device (Including Notebook, Netbook, and Tablets; Excluding Phones), parents have the choice of purchasing this through an external supplier or the schools preferred supplier, Edunet (Use the link on the Home Page of the College website under Other Links. Click on preferred ICT provider– password: BHSSC2022) The College ICT department will assist with warranty and insurance claims for machines purchased through the preferred provider **only**.

BHSSC Network Access for Student Personal Netbooks/Notebooks/Tablets

Terms and Conditions:

1. Personal devices will only be configured once.
2. Parents/guardians and students must have read and understood the conditions of the ICT and [Cyber safety Policy](#). They must have acknowledged and accepted this document online (this is part of the college annual enrolment process).
3. Both parent/guardian and student signatures are required below.
4. Limited ICT support is provided for personal devices, this is not extended beyond onboard connectivity to school-based services, application configuration and may include minor technical hardware support.

Student Protocols for BYOD access to the BHSSC Network

BHSSC students who are provided with access to the BHSSC Network must:

- 1. Adhere to the BHSSC Acceptable Use and [Cybersafety Policy](https://www.bhssc.vic.edu.au/globalassets/pdfs/policies/2019/ict-acceptable-use-and-cybersafety-policy.pdf).**
(<https://www.bhssc.vic.edu.au/globalassets/pdfs/policies/2019/ict-acceptable-use-and-cybersafety-policy.pdf>)
- 2. Keep student username and password confidential.**
- 3. Ensure that the device has up to date Antivirus software.**
Windows Defender is part of Windows and is acceptable.
- 4. Keep their personal device either in direct possession or secured in their locker. The College strongly recommends that personal device are covered by Insurance. (The College does not accept responsibility for any personal items, including devices brought to the college.)**
- 5. Not alter the set up and configuration of the device. (Personal devices will only be configured to the College Network once)**
- 6. The College does not provide maintenance for any personally owned device.**
- 7. Ensure that all software and music media downloaded on the device is legitimate and not pirated.**
Music and movies are allowed for academic and recreational reasons, provided copyright obligations are met. However, it is the responsibility of the student to ensure that the device remains in a state ready to be connected to the College network.
- 8. Take responsibility for the safety and integrity of the data on their device.**
In particular, students are responsible for backing up personal data to a USB stick or to any other suitable external storage device. The College accepts no responsibility for lost data.
- 9. Comply with any request from BHSSC authorised personnel to inspect their device.**
Network administrators may review Internet browsing history and **device** files or any other storage device connected to the **device** to ensure that students are using their **device** responsibly. This includes any and all files contained on a memory stick or other storage device connected to the **device**. **Device** storage areas, including email storage and any storage device connected to the **device**, are to be considered public access for the purposes of security. Students should not store private or sensitive information on the Netbooks/Notebook.
- 10. Follow teachers' instructions as to the use of my device during class time.**
In particular, keep the lid down when the teacher requires the attention of the whole class and access only access curriculum related material.
- 11. Accept that misuse of the device may result in the student access for equipment being removed by the College.**
- 12. Ensure that the device is charged at home each evening, ready for the following day. (The college does guarantee access to charging facilities for devices)**

BHSSC COMPUTER NETWORK ACCESS AGREEMENT

I understand that this must be registered with the ICT department where device identifiers, Operating System version, and Antivirus are recorded for identification of a device and licensing and agreement compliance. I have read the terms and conditions as stated in the Student Protocols for BHSSC Network Access and agree to abide by them.

I have read the attached information and my son/daughter will bring their own device in 2021.

or

I have read the attached information and intend to order a device for my son/daughter through the College preferred provider – Edunet (Use the link on the Home Page of the College website under Quick Links. Click on preferred ICT provider– password: **BHSSC2022**)

or

I have read the attached information and would like to discuss how the school can support me in providing loan access to a suitable device for my son/daughter to use.

Please sign below and return this form to the College.

Parent/Guardian name		
Parent signature		Date
Contact phone number		
Student name		
Student signature		Date