



Digital Learning Policy



Help for non-English speakers.

If you need help to understand the information in this policy please contact the school on 03 97191200

RATIONALE

Digital Technologies offer distinctive benefits in the development of our students within our teaching and learning program to access global information. Whittlesea Secondary College is committed to providing a safe, inspirational and highly collaborative 21st Century learning environment in which students have access to essential learning materials, and expert guidance and tutoring.

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 bring-your-own-device program

- 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

SCOPE

This policy applies to all students enrolled at Whittlesea Secondary College. (Staff use of technology is governed by the Department of Education and Training's Acceptable Use Policy)

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.

POLICY

Whittlesea Secondary College students will use digital technologies to develop valuable skills and knowledge in preparation for our globalised and inter-connected world.

Devices at Whittlesea Secondary College

Classes at Whittlesea Secondary College are delivered with the assistance of personal devices. Students use Digital Technologies to understand their learning intentions, identify their success and areas for improvement, complete learning tasks and communicate with their peers, teachers and the school community. In accordance with the Ministerial Order, mobile phones are only to be used in accordance with the College Mobile Phone Policy.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Whittlesea Secondary College, all students will act in a safe, responsible and discerning way in their use of digital technologies. The college will:

- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- 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 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 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 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.
- only distribute school owned devices to students who have completed a signed 'Acceptable Use Agreement'
- reserve 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.
- Retain the ownership and rights to all messages created, sent or retrieved on the school's network

Teachers will:

- 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.

Students will:

- 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Whittlesea Secondary College's Values, Student Wellbeing and Engagement and Inclusion 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), Whittlesea Secondary College will institute a staged response, consistent with our policies and the Department's Student Engagement and Inclusion Guidelines.

Implementation

Breaches of this policy by students will result in a number of consequences depending on the severity of the breach and the context of the situation.

This includes:

- removal of printing privileges
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- other consequences as outlined in the school's Student Wellbeing, Engagement and Inclusion and Bullying Prevention policies.

Related Legislation, Policies, & Procedures

- Ministerial Order No. 870
- DET Child Safety Policy
- DET School Policy and Advisory Guide
- DET Using Digital Technology to Support Teaching
- DET Guidelines for Student ICT Acceptable Use Agreements
- DET Parentline
- WSC Child Safe Environment Policy
- WSC Bullying and Harassment Policy
- WSC Student Engagement, Wellbeing and Inclusion Policy
- WSC Student Code of Conduct

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	2023
Consultation	Leadership
Approved by	Principal
Next scheduled review date	2024