

Digital Learning (Internet, social media and digital devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact VCD on 9510 1706 or Victorian.ds@education.vic.gov.au

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
- 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 and staff at Victorian College for the Deaf.

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:

- [Victorian College for the Deaf'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.

Victorian College for the Deaf 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Victorian College for the Deaf, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Victorian College for the Deaf, we:

- use online sites and digital tools that support students’ learning (eg. Google Classroom), 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 during homegroup discussion time and more formally through school assemblies
- 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 the 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.

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.

The principal is responsible for determining what is objectively appropriate in such circumstances, but may seek advice from Employee Conduct Branch on [\(03\) 7022 0005](tel:0370220005) or employee.conduct@education.vic.gov.au

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 Victorian College for the Deaf'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), Victorian College for the Deaf 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 the school community via:

- School website
- Staff induction and handbook
- Enrolment process (Acceptable use agreement)
- Annual communication to school community (newsletter)

REVIEW CYCLE

Policy last reviewed	August 2023
Approved by	SIT and Principal
Next scheduled review date	August 2025





Digital Technologies

Acceptable Use Agreement

School profile statement

At Victorian College for the Deaf 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 Wellbeing and Engagement 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 (particularly utilising homegroup discussion time and school assemblies);
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies for school-directed learning;
- 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 caregivers 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/education-resources/iparent>)

See over page for student declaration

Student declaration

I agree to be safe and responsible when I am using technology. I will follow the rules below:

- I will treat others with respect.
- I will not bully people online.
- I will keep my personal information private. This means I won't share my full name, phone number, address, passwords, or pictures with anyone I don't know.
- I won't share other people's personal information or pictures.
- I will only take and share photos or recordings when everyone knows about it and agrees to it during a planned activity.
- If I feel uncomfortable or unsafe online, or if I see others being mean or unsafe, I will talk to a teacher or a trusted adult.
- I will think carefully about what I post online because it shows who I am and can affect what others think of me.
- I won't share links to our online meetings with anyone outside our school, like on public websites or social media.
- I will check the rules for any online tool or website and ask an adult if I'm not sure about something.
- I will follow the rules and register properly for any online tools we use.
- I will take care of the computers and tablets. I will let a teacher know if something is broken or needs attention.
- I will ask for permission if I want to use pictures, text, or videos made by other people. I will also give credit to them.
- I won't watch or use media that the school doesn't allow.
- I won't download programs or games without permission.
- I won't try to tamper with the computers or other people's accounts.
- I won't try to use someone else's username or password to log in.

Signature:

I understand and accept this agreement.

Student name: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Auslan translation



https://youtu.be/16B_GLZ0o1E