



POLICY

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy, please contact us on 9795 2366.

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 or insert other appropriate programs as relevant to your school]
- (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 Lyndale 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, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

- Lyndale 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.

This policy further extends to hardware including electronic devices and refers to students bringing a personally-owned laptop/Laptop/Notebook computer to school for the purpose of learning. Lyndale Secondary College recognises the need to prepare students for a rapidly-changing world where technology plays an increasing role in students' everyday lives.

The use of a computer will help prepare students to become digitally literate, flexible and socially aware of their future with the skills to contribute responsibly as a member of a global eCommunity.

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.

Lyndale 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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Lyndale Secondary College on 9795 2366.

PERSONAL DEVICES AT LYNDALE SECONDARY COLLEGE

Purpose

The Laptop/Notebook computer and/or any technologies are to be used as tools to assist student learning both at school and at home.

Equipment:

Ownership

- The student must bring the Laptop/Notebook computer fully charged to school every day. Power cords should be left at home.
- Parents/guardians and students should be aware that files stored on the Laptop/Notebook computer or on the school's server are not private, nor is any activity occurring on the computer.

Damage or loss of equipment

- Standard warranties by the manufacturer would apply where applicable, with insurance recommended for other applicable coverage. Insurance is not mandatory, but highly recommended. These devices are your own responsibility. Families may choose to purchase insurance for student devices.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

Substitution of equipment

- When a student's laptop computer is not working, the school may be able to issue a school owned device for use in class.
- Where a student is able to provide evidence, by the way of a receipt or order form, that their computer is with a company for repair they will be eligible to borrow a school laptop for a short period of time. School owned laptops are limited in number and may not always be available to be borrowed as a substitution for a device in for repair.

Standards for laptop/Laptop/Notebook computer

The student is responsible for:

- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

Provision of technical support

The technical support staff at the Lyndale Secondary College will be able to support the students to:

- install and manage software programs on their personal laptop/Laptop/Notebook
- access the College Internet server and network on their personal laptop/Laptop/Notebook

The technical support staff at Lyndale Secondary College will not provide:

- support to students to connect phones or other WiFi devices to the school network support that requires hardware repairs. Eg. screens, keyboards, ports, motherboards, etc. The Digital Devices Acceptable Use Agreement must be signed and provided to the school before the personal laptop/Laptop/Notebook computer can be used at school.

SAFE AND APPROPRIATE USE OF DIGITAL TECHNOLOGIES

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Lyndale Secondary College, 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 safely, equipping students with the skills and knowledge to navigate the digital world.

At Lyndale 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 [insert details of specific programs]
- 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 [insert relevant role/s, i.e. classroom teacher, the administration], 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

The following will be the students' responsibility when using their Digital Devices:

- The device will be used only for learning purposes when in the school grounds and students agree:
- Not to disclose/share students own portal/internet login details
- Not to hack or bypass any hardware and software
- Not to use the device to knowingly search for, link to, access or send anything that is:
 - o Offensive
 - o Pornographic
 - o Threatening
 - o Abusive
 - o Defamatory

- Not to give out their personal information to strangers for their own safety
- To ensure their device is safe and secure at all times
- To keep their devices safe using carry cases, screen protectors, etc
- To acknowledge that the school cannot be held responsible for any damage to or theft of their device
- To use the device according to the teachers' instructions
- To bring a device that matches the school's wireless specifications
- To use devices according to the Digital Devices Acceptable Use Agreement, Mobile Technology and Internet Agreement and DET policies.
- To have the Lyndale Secondary College Digital Devices Acceptable Use Agreement signed by a parent/carer (and the student) before bringing the device/s to school

Students will be held responsible if they cause damage to another students' device.

When using digital technologies, students are expected to behave in a way that is consistent with Lyndale 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), Lyndale 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
- Included in staff induction [and child safety training](#) processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 2 2023
Approved by	Principal and School Council
Next scheduled review date	Term 2 2025

Endorsed Date: 5th May 2023

Date of next review: May 2025