# Parkville College Digital Learning (Internet, Social Media and Digital Devices) Policy

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## Purpose

To ensure that all students and members of our school community understand:

1. our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school
2. expected student behaviour when using digital technologies including the internet, and digital devices (including computers, laptops, tablets)
3. 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
4. our school’s policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
5. the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology
6. our school prioritises the safety of students whilst they are using digital technologies

The use of digital technologies at Parkville College presents unique opportunities and challenges when compared with schools in the community. In addition to the Department of Education and Training (DET) policies on the use of digital technologies, our school requires additional policy to ensure clarity and continuity with Department of Families Fairness and Housing (DFFH) and the Department of Justice and Community Safety (DJCS) policy relating to digital technologies.

This policy will provide clarity on the maintenance and use of digital technologies within Parkville College. It is not all encompassing and further detail can be found in DET policies relating to digital technologies which are available online and are listed at the end of this policy.

## Scope

This policy applies to all students and staff at Parkville College.

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

* [*Acceptable Use Policy for ICT Resources*](https://www2.education.vic.gov.au/pal/ict-acceptable-use/overview)
* [Cybersafety and Responsible Use of Digital Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
* [*Digital Learning in Schools*](https://www2.education.vic.gov.au/pal/digital-learning/policy)and
* [*Social Media Use to Support Student Learning*](https://www2.education.vic.gov.au/pal/social-media/policy)*.*

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

* Parkville College’s Child safety Code of Conduct
* [The Victorian Teaching Profession Code of Conduct](https://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) (teaching staff)
* [Code of Conduct for Victorian Sector Employees](https://www2.education.vic.gov.au/pal/code-conduct/overview) (staff)
* [Code of Conduct for Directors of Victorian Public Entities](https://www2.education.vic.gov.au/pal/school-council-conduct/policy) (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

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.

Parkville 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.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Parkville 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 Parkville 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
* 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 have completed a signed Acceptable Use Agreement.

### Supervision

Parkville College follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Parkville College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised; when using a digital device, when participating in an online learning programs.

### Social media use

Our school follows the Department’s policy on [Social Media Use to Support Learning](https://www2.education.vic.gov.au/pal/social-media/policy) 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 Parkville 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), Parkville 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.

### Audio Visual Recording of Teachers and Students

Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the Information Privacy Act 2000 (Vic) (IP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act).

Moving and still photography within the precinct is strictly prohibited and all photographic and recording devices are not permitted throughout our custodial Campuses unless authorised by DJCS and DFFH Management. This also applies to the use of iPads and laptops by students, and teachers are responsible for ensuring that cameras on laptops must be disabled before they are distributed to students in the classroom. As the custodial guardians of student’s DJR/DHHS have given us specific exemptions in relation to this:

* Parkville College **Visual Arts teachers** have ongoing permission to use recording equipment within their classes for learning purposes. Any images or video captured within class must be stored in a secure area onsite. Distribution of images or videos beyond the classroom is not allowed without express permission from the DJCS/ DFFH General Manager and the Parkville College Campus Principal.
* **Photographing students work** for evidence purposes is also permitted. This should be stored the students online Student File, not in teacher’s individual folders.
* Recording of classes for **coaching purposes** is also permitted. These must be kept in a secure place on site by the teacher who took the recording and deleted once they are no longer required.

Teachers must always seek the **verbal permission of students** who are present before taking photos or recording video. They must also explain that any recordings will be stored in a secure area and will not be distributed beyond the classroom unless:

1. DJCS/ DFFH management have approved the use of the material for another purpose in writing
2. The student has verbally consented to the use of the material for the specified purpose

## Responsible and ethical use of Digital Technologies equipment within classes

All students need to read and sign the ‘*Safe and Responsible use of Digital Technologies equipment’* agreement upon enrolment or re enrolment. This agreement outlines the following:

* digital technologies equipment is a valuable tool for learning
* We want students to be able to use digital technologies in classes and in order for this to happen, we need to take care of the equipment we have
* Equipment is the property of Parkville College and cannot be taken down to the unit except in special circumstances
* Equipment needs to be treated with care and intentional damage may result in reduced access

Student digital technologies equipment is communal and often is used by more than one student group. As such, we need to ensure that sensitive information and student work doesn’t remain on laptops and iPads.

* All iPads and laptops should be cleared of work after each class. If a student has been completing a piece of work on a laptop it should be stored on a teacher USB that can be taken to the next class.
* Students will often change the background of iPads or apps to write messages. These need to be cleared after each class.

Any evidence of student learning must be scanned or saved to the Student’s File on the S: Drive. Work should only be kept in paper form if absolutely necessary.

## Storage of Digital Technologies equipment

Digital Technologies equipment including laptops, Mac Books, projectors, iPads, MP3 players, recording equipment and chargers must be accounted for at all times. Each office space needs to have a clear and up to date inventory of Digital Technologies equipment.

* Equipment should be stored in one place
* An inventory should be signed off on at the end of each day
* Any damaged or missing Digital Technologies equipment must be reported in writing to the IT consultant and the Team Leader
* Teachers who do not regularly use the equipment must request use via the Team Leader.
* All teachers who use the equipment are responsible for accounting for its use in their classes
* Equipment must be returned to the central area immediately after classes.

## Bringing USBs, laptops and chargers into the precincts

Teachers who bring laptops, USBs and chargers in and out of precincts are responsible for knowing their whereabouts at all times. This equipment must be signed in and out of precincts. Students are not permitted access to teacher computers.

## Communication

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

* Available publicly on our school’s
* 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
* Included as annual reference in school newsletter
* Discussed at student forums/through communication tools
* Made available in hard copy from school administration upon request

## Review Cycle

This policy was last updated on June 2022 and is scheduled for review in June 2024.

Consultation on this policy is mandatory. Consultation has occurred with the following:

* Youth Leadership Councils – June 2022

## Annexure A: Acceptable Use Agreement

**Acceptable Use Agreement**

At Parkville College, 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 Parkville College, we:

* Have a **Digital Technologies Policy, and Student Wellbeing Policy** that outline Parkville College values and expected standards of student conduct, including consequences for breaching the standards. Together with the Parkville College Child Safety Code of Conduct, these policies inform the **Digital Technologies** **Acceptable Use Agreement** including online conduct;
* With further development of Digital Technologies resources for use by students at Parkville College, the school will be responsible for;
* Having programs in place to educate our students to be safe and responsible users of digital technologies *(Schools - Include any specific programs or approaches the school undertakes)*;
* Provide information about digital access issues such as online privacy, intellectual property and copyright;
* Supervise and support students using digital technologies in the classroom;
* 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; of 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 care-givers 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)
* Office of the Children's eSafety Commissioner:  (https://www.esafety.gov.au/education-resources/iparent)

### Guidelines for Digital Technologies Use

The use of Digital Technologies at Parkville College presents unique opportunities and challenges when compared with schools in the community. In addition to the Department of Education and Training (DET) policies on the use of ICT, our school requires additional policy to ensure clarity and continuity with Department of Families, Fairness and Housing (DFFH) and the Department of Justice and Community Safety (DCS) policy relating to ICT and Digital Technologies. Parkville College recognises that;

* Digital Technologies equipment is a valuable tool for learning
* Supervised permission for student use of Digital Technologies equipment for educational purposes requires approval from DJCS and DFFH
* We want students to be able to use Digital Technologies in classes and in order for this to happen, we need to take care of the equipment we have
* Equipment is the property of Parkville College and cannot be taken down to the unit except in special circumstances
* Equipment needs to be treated with care and intentional damage may result in reduced access

### Student Agreement for use of Digital Technologies Resources

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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
* Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
* Protecting the privacy of others by 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, or if I see others participating in unsafe, inappropriate or hurtful online behavior;
* Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me;
* Reviewing the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult;
* Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
* Handling Digital Technologies devices with care and notifying a teacher of any damage or attention required;
* Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
* Not accessing media that falls outside the School’s policies;
* Not downloading unauthorised programs, including games;
* Not interfering with network systems and security or the data of another user;
* Nor attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile phone I agree to be a safe, responsible and ethical user at all times, by:

* Keeping my device on silent during class times, and only making or answering calls or messages outside of lesson times (except when approved as part of a lesson);
* Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

This acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems including (although not limited to):

* School owned ICT devices (e.g. desktops, laptops, ipads, printers, scanners, cameras)
* Mobile phones
* Email and instant messaging
* Internet, Intranet and Ultranet
* Social networking sites (e.g. Facebook)
* Video and photo sharing website (Instagram, Youtube)
* Blogs
* Micro-blogs (e.g. Twitter)
* Forums, discussion boards and groups (e.g.Google groups, Whirlpool)
* Wikis (e.g. Wikipedia)
* Vod and podcast
* Video conferences and web conferences

The Acceptable Use Agreement applies when I am using any of the above digital technologies at school, within custodial settings, during school excursions, and extra curricula activities.

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 if my use of ICT resources is not within the signed Agreement for Acceptable Use, which will be communicated to me by Parkville College teaching staff, and I will need to re‐negotiate how and when I use ICT with the Principal.

Student name:

Student signature:

Parkville College teaching staff:

School contact no:

Parent/Guardian Name:

Parent/Guardian Signature:

Date: