



# Nossal High School

## 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 Nossal High School on 03 8762 4600 or [nossal.hs@education.vic.gov.au](mailto:nossal.hs@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

### SCOPE

This policy applies to all students and staff at Nossal High School.

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](#)
- [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:

- Nossal High School'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

At Nossal High School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities, and is underpinned by our expectation of safe, ethical and responsible behaviour of all members of the

school community. Our students are encouraged to approach the use of digital technologies in a disciplined manner, to challenge data, and judiciously synthesise their findings. When using digital technologies to interact at local, regional, national and global levels, a Nossal High School student knowingly adopts a principled and considerate approach. We aim for our students to develop a positive online footprint that they can be proud of, one that will act as an advertisement to future employers and communities they associate with.

The application of digital technologies to teaching and learning at Nossal High School is designed to enrich student learning through our Virtual Learning Environment, internally housed resources and the effective utilisation of wider online resources. Our digital tools are used to develop students' thinking skills, creativity, problem solving, collaboration and the ability to synthesise information.

Digital technologies have a critical role in enhancing the learning process at all levels and across a broad range of activities in each of the learning domains and when participating in the school community. Through the use of digital technologies, we are helping our students become conversant with the nature of information, comfortable with the application of new technology for effective learning and participation in a global community, and able to recognise the relevance and potential of digital technologies in the modern world.

### **Personal Devices at Nossal High School**

Classes at Nossal High School are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operate Bring Your Own Device (BYOD) and School Owned Digital Technologies programs, which means students must bring their own purchased or leased device with them to school each day.

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.

Nossal High School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact 03 8762 4600 or [nossal.hs@education.vic.gov.au](mailto:nossal.hs@education.vic.gov.au).

### **Safe and appropriate use of digital technologies**

At Nossal High School we:

- provide a systematically filtered service for students
- provide supervision and direction in internet activities
- have a school intranet and Virtual Learning Environment which is accessed by school community members and is only accessible by password
- have an Information Literacy program focused on effective use of internet sources/sites
- adopt programs that promote safe and ethical behaviours about digital rights and privacy information
- set tasks that require students to problem solve through challenging and open questions requiring more than copied and pasted responses from the Internet
- reinforce the importance of safe, disciplined, ethical, responsible and respectful use of the internet in all curriculum areas
- provide support to parents to understand this agreement (e.g. language support)
- may allow student access to social networking sites for educational purposes – this will be under teacher direction with clear protocols established.

The values, beliefs and behaviours needed to ensure safe, responsible and respectful use of digital technology should be an extension of the application of the principles used in day-to-day life. Such principles are underpinned by users' moral and legal rights in terms of:

- Feeling comfortable, safe and free from bullying behaviour
- Intellectual Property, including Copyright
- Online Privacy

At our school we:

- have a **Student Engagement Policy** that includes our school's values and expected standards of student behaviour, including actions and consequences for inappropriate behaviour
- educate our students to be safe and responsible users of digital technologies through the Whole School Nossal Time curriculum program and the new student and eLearning induction programs.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services including taking (or encouraging the student/family to take) the issue to the [eSafety Commissioner](#).
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- have a system for reporting concerns regarding online behaviour and issues around student wellbeing that students may contribute to anonymously ("Report a Concern" channel on TEAMs)
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart. (Please refer to the following resources):
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [Parents Cybersafety guide](#)

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.

### **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 Nossal High School'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), Nossal High School 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 [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are strongly recommended]:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual and on TEAMs
- 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 and as part of the iWeek induction at Year 9
- 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	October 28 2021
Approved by	Principal
Next scheduled review date	Before October 2024