DANDENONG HIGH SCHOOL

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 Dandenong High School.

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 laptop program
(b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets and Smart watches)
(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

SCOPE

This policy applies to all students at Dandenong High School.

Staff use of technology is governed by the Department's *Acceptable Use Policy* and the *Dandenong High School Staff Social Media* policy, in addition to the whole of DET requirements under the *Acceptable Use Policy.*

- 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 also follow our school's social media Policy

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

- Dandenong 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 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

Vision for digital learning at our school

Dandenong High School understands that digital technologies including the internet, apps, computers and tablets 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 enhanced learning that is interactive, collaborative, personalised and engaging. 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.

Dandenong High School 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 to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased laptop with them to school each day. Dandenong High School has special arrangements with a highly reputable computer supplier, *Learning With Technologies*, that offers very reasonable prices, including insurance, for the purchase of laptops for Dandenong High School students.

Students are required to have their own laptop that must:

- be fully charged each day as there is limited capacity to charge devices at school
- be brought to school in a protective case
- have at least 120 GB of storage – an external hard drive of 120 GB is sufficient
- operate on Windows 10 or Mac OS X 10.6
- fit into the student allocated locker (H 34cm x W 28cm x D 45cm)

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.

Dandenong High School has in place arrangements to support families who may be experiencing long or short-term hardship to access laptops for schoolwork. We also have a number of school-owned laptops that can be loaned to students in certain circumstances.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact their child's House Leadership Team or speak to a member of the Technical Support Team on 9792 0561.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Dandenong High School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Dandenong High School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- do not allow students to use mobile phones during school hours. Phones must be kept in the locker from 8.50am to 3.20pm
- ear pods, when used as headphones, are acceptable to be used in the classroom if a listening task is involved in the learning. If a student is wearing ear pods at break times or in the classroom for other reasons than learning outlined by the teacher, they will be confiscated in line with the DET's Mobile phone policy
- Smart watches can be worn in school hours, but if students are seen to be using the device as a phone, including messaging, emailing or engaging with social media, the watch will be confiscated in line with the DET's Mobile phone policy.
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- 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
- 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 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 Parent Information Evenings

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 the signed *Acceptable Use Agreement*, which is provided to students during Course Confirmation each year.

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 their House Leadership Team or the Technical Support Team, 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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Dandenong High School *Vision and 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), Dandenong High School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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
- confiscation of device to be returned to the parent/guardian only

POLICY REVIEW AND APPROVAL

Policy last reviewed	18th June 2024
Approved by	Principal and School Council
Next scheduled review date	June 2026 review cycle for this policy is every 2 years

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Dandenong High School

Acceptable Use Agreement for Compass, Internet and school digital technologies

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Dandenong High School believes the teaching of cyber safety and of responsible online behaviour is essential for the safety of students and is best taught through a partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To promote student safety online and to gain the greatest benefit from the opportunities provided through an online environment, students need to follow the protocols outlined below.

Please note:

- Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home
- Some online activities are illegal and as such will be reported to police

Part A - School support for the safe and responsible use of digital technologies

Dandenong High School uses Compass, the Internet (online technologies) and digital technologies as teaching and learning tools. We see online and digital technologies as valuable resources but acknowledge they must be used responsibly.

Your child has been asked to agree to use online and digital technologies responsibly at school. Parents/carers should be aware that the nature of online technologies is such that full protection from inappropriate content can never be guaranteed.

At Dandenong High School we:

- have policies in place that outline the values of the school and expected behaviours when students use online and digital technology
- provide a filtered internet service and digital technology for student usage only for educational purposes and reserve the right to monitor and interrogate all internet usage
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- use mobile digital technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings work with students to outline and reinforce the expected behaviours for use of online and digital technologies

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- follow the instructions of my teachers and staff across the school
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use online technologies and school devices for educational purposes only, and use the equipment properly
- use social networking sites for educational purposes only, and only as directed by teachers and staff
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not to bypass, compromise or circumvent school systems, this includes online access and printing
- accept responsibility for all data stored or downloaded into my allocated storage space area on the school network or my email storage area and understand that the Technical Support Team System administrator is entitled to access those storage areas at any time. Students should expect only limited privacy in the contents of personal files on the school network system
- not reveal my password to anyone except the Technical Support Team System administrator
- not bring or download unauthorised programs, including games, keystroke loggers, 'phishing' or 'hacking' programs, to the school or run them on school devices
- not place or use any files in my user area (or on local hard drives) other than those permitted to complete my assigned course work, whether downloaded online or brought in via other students. The school may choose to remove such files at its discretion, and disciplinary action may be taken against the student involved
- agree to pay any printing charges as specified by the school when I use the school printers
- abide by any Federal or State laws regarding online use. The school will not be responsible for financial obligations arising through any use of the school network system or through online use by any student

- not damage or vandalise any equipment or devices owned by the school
- not attempt to bypass the school network and system setups in any way, especially by using other proxy servers
- use school devices only as directed by my teacher and other staff
- agree to use Compass to access my timetable, communicate with my teachers and access assessment relevant to my learning

The school does not allow students to use mobile phones during school hours. Whenever I use any other school-approved mobile device I agree to:

- only take photos and record sound or video when it is part of an approved learning experience
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the network, online technologies and mobile technology at school will be renegotiated if I do not act responsibly.

In signing the Acceptable Use Agreement I understand that any staff member who suspects my mobile device has been used inappropriately may confiscate my device. I agree to immediately hand over my mobile device and it will only be returned to my parent/guardian when they attend the General Office. I understand that consequences may be given if I am found to have used my device inappropriately.

Agreement of Usage for Student Devices:

- The digital device is to be provided as a tool to assist student learning both at school and at home
- If taken home, the student must bring portable devices fully charged to school every day. Power cords must be left at home
- Parents/carers and students should be aware that files stored on the device or on the school's server are not private. The school reserves the right to remove any material deemed inappropriate
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the House Leadership team. This includes any unauthorised "personalisation" of the device

- Only use headphones in the classroom for learning purposes
- Not use my smart watch as a phone – during the school day only use my smart watch as a time piece.

- 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
- In the case of loss or accidental damage a statement should be signed by a Parent/ Carer and provided to the House Leadership team
- If a device is damaged or lost, it is the responsibility of the student to cover any associated costs. This includes but is not limited to replacement of the unit and repair costs
- Students will be required to replace lost or damaged chargers
- When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty
- The student is responsible for:
    - Taking care of digital devices in accordance with school guidelines
    - Adhering to the school's Acceptable Use Agreement when using the device at home
    - Backing up data securely
    - Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard

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