

# 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 Endeavour Hills Specialist School 91 13 4100

## PURPOSE

To ensure that all students and members of the Endeavour Hills Specialist 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 the provision of iPads and laptops for educational and communication purposes;
- (b) expected student behaviour when using digital technologies, including the internet, social media, and digital devices;
- (c) our 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 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 we follow and implement.

## SCOPE

This policy applies to all students and staff at Endeavour Hills Specialist 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](#) 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:

- Endeavour Hills Specialist 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

Endeavour Hills Specialist School provides highly individualised programs of learning for students with disability and high needs who have a diagnosis of autism spectrum disorder with a language disorder and/or an intellectual disability. The school welcomes students from 5 to 18 years of age.

School participation maximises life opportunities for children and young people by providing them with a comprehensive learning program and access to support networks. It also helps

to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

### **Vision for digital learning at our school**

The use of digital technologies is a component of the Victorian Curriculum from Level A onwards.

Safe and appropriate use of digital technologies - including the internet, apps, computers and iPads - 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.

Endeavour Hills Specialist School believes that the use of digital technologies within the curriculum enables the development of valuable skills and knowledge and prepares students to grow and thrive. Our 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.

### **Personal devices at Endeavour Hills Specialist School**

The school provides iPads and laptops that are required for classroom learning opportunities at Endeavour Hills Specialist School.

Students who have personalised Augmentative and Alternative Communication (AAC) devices, such as switches and wearable devices, are expected to bring these to school daily.

Students are discouraged from bringing personal digital devices to school. Please note that our school does not have insurance to cover accidental damage to any devices that students bring to school.

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. We are committed to educating all students to use digital technologies in line with our school values, respecting the dignity of self and others, and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Endeavour Hills Specialist School, 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 learning.
- 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 eSmart.
- 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, explicitly teach and remind students of our 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/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, website and information sessions.

Access to school-owned devices is permitted only once students and their parents/carers have completed and signed the 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 classroom teacher or 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**

We adhere strictly to 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 parent/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 the *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), Endeavour Hills Specialist 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 *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

### **Supervision of students in emergency operating environments**

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## **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 processes
- discussed at staff briefings/meetings as required
- included in our staff handbook
- made available in hard copy from office staff upon request.

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	February 2023
Approved by	Principal
Next scheduled review date	February 2025

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Acceptable Use Agreement

At Endeavour Hills Specialist School 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 Engagement Policy** that outlines our values and expected student behaviour, including online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies, including eSmart;
- educate our students about digital 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;
  - See: Duty of Care and Supervision  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service, at school, 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/parentmodule.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodule.aspx))
  - eSafetyParent | Office of the Children's eSafety Commissioner  
(<https://www.esafety.gov.au/education-resources/iparent>)

## Student declaration

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write, or post is polite and respectful.
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way.
- protect my passwords and don't share them with anyone except my parent.
- only ever join spaces with my parents or teacher's guidance and permission.
- never answer questions online that ask for my personal information.
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online.
- will not share or post the link (or password) to video conferencing meetings, with others offline in public communications or online on public websites or social media forums.
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help.
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
- let a trusted adult know if I see something that makes me feel upset or if I need help.
- let a trusted adult know if someone is unkind to me or if I know someone else is upset or scared.
- don't deliberately search for something rude or violent.
- turn off or close the screen if I see something I don't like and tell a trusted adult.
- am careful with the equipment I use.

At school we have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.

My ideas on safe and responsible behaviour

When I use digital technologies, I **communicate respectfully**. This means I:

When I use digital technologies, I **protect personal information**. This means I:

When I use digital technologies, I **respect myself and others**. This means I:

Student Agreement

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(classroom teacher)

**acknowledges the commitment of**

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(student)

**to being a kind, polite, safe and responsible user of digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.  
I will let a trusted adult know I need help whenever I am unsure or feel unsafe.

Student's signature

Teacher's signature

Date: \_\_\_\_\_