



## 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 Kerang Technical High School

### 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 when using digital technology, and
- our school prioritises the safety of students whilst they are using digital technologies.

### SCOPE

This policy applies to all students and staff at Kerang Technical 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](#) and
- [Social Media Use to Support Student Learning](#).
- Staff also follow our school's Acceptable Use Agreement.

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

- Kerang Technical 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

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, software, 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.

Kerang Technical 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 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 Kerang Technical High School

Kerang Technical High School operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads, tablets and notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Kerang Technical High School has made special arrangements with JB Hi-Fi who offer discounted prices for the purchase of devices for our students.

Students are invited to bring their own device to school each day to be used during class time for different learning activities. When bringing their own device to school, students should ensure that it:

- Is fully charged each morning



- Is brought to school in a protective case
- has at least 128 GB of storage
- operates on OS version Windows 10 or later or MAC OC 11 or later.

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Kerang Technical High School

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Kerang Technical High School, 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 Kerang Technical High 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 schoolwork, including access to tracking software to monitor appropriate usage,
- 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, removing offensive content at the earliest opportunity and the use of tracking software to monitor site access,
- 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, and



- 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, 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 IT staff and/or a member of the Leadership 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.

### 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 Kerang Technical High School's *Statement of Values and Student Wellbeing and Engagement* 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), Kerang Technical 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* policy.

## COMMUNICATION

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

- Available publicly on our school's website or XUNO
- 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 student diaries so that it is easily accessible to parents, carers and students
- Included in transition and enrolment packs
- Included as an annual reference in the School Newsletter
- Discussed at student forums with outside agencies
- Made available in hard copy from school administration upon request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	18 <sup>th</sup> December 2023
Approved by	Principal and School Council
Next scheduled review date	December 2025

## Kerang Technical High School



### BYOD-Bring Your Own Device

#### 2024 Year 7-12

The Kerang Technical High School has taken important steps over the past few years to achieve a digital environment.

Upgrades to the school network, wireless infrastructure, and the implementation of XUNO software for roll marking, reports and communication within our school community are some of the measures.

The school webpage, Facebook and implemented school stream app support information sharing. In 2024, we will continue to progress towards integrating digital technologies into the curriculum by asking the year 7 to 12 students to bring their own personal digital learning device (Bring Your Own Device-BYOD, laptop or tablet computer) to school daily.

The changes we are making to the digital learning environment are crucial if we are to provide the appropriate learning framework for each student in our school. The demands for digital technology literacy can be found in all aspects of our lives. For young people, the demands for skills and literacy in this area of learning will only increase. The BYOD approach will ensure your child is equipped for the present and skilled appropriately for the future.

#### BYOD Options

Students have three options:

1. Purchase a recommended device from our supplier.
2. Purchase a recommended device from an independent store.
3. Bring a suitable device from home if they already own one.

#### Insurance and Warranty

We advise that all BYODs be covered by an extended warranty. When purchasing your laptop please consider accidental damage protection (ADP) for your device. ADP covers your device with accidental damage on and off the school campus. Fire and theft are usually not covered under these programs, and we suggest you include it in your personal or home insurance. Insurance can be purchased with your computer vendor or any insurance company. All insurance claims must be settled between you and the insurance company. Purchasing insurance for your BYOD is a personal choice.

## Lost/Stolen and Damaged Laptops

Students are responsible for ensuring laptops are secure at all times. It is recommended that students do not leave their devices unattended in public places. KTHS is not responsible for any damage to student BYODs and will not be accountable for any lost or stolen student BYODs.

## Students are responsible for:

- bringing portable devices fully charged to school every day.
- ensuring the device has appropriate virus protection.
- backing up data securely.
- always carrying their device in an appropriate protective case.
- Adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

## Recommended minimum requirements.

Screen	11" or higher
Device Type	Windows Laptop, MacBook, iPad only with external keyboard.
Operating System	Windows 10,11, ( <b>Not with windows S mode</b> ), Mac OS 11 or newer
iPad OS	5 <sup>th</sup> gen or newer
RAM	4GB or higher (8GB Preferred)
Hard Drive	128 GB or higher
Wireless	802.11a/b/g/n/ac
Battery life	6 Hours or more

**Operating System should be latest as far as possible.**

**Android and Chrome devices are not allowed.**

## How To Order

LWT Portal: <https://kths.orderportal.com.au>

JB HI-FI Portal: <https://www.jbeducation.com.au/byod> (School Code: Kerangtech2024)



Kerang Technical High School teamed up with LWT and JB HI-FI and formed an endorsed list of BYOD devices, which include Acer, Lenovo, and HP, with options to extended warranty, Accidental Damage protection, carry cases and finance options. The devices are generally built to different specifications and designed to last in an education environment. We do not restrict you to purchasing from these suppliers.

Version: October 2023

## School profile statement

At Kerang Technical 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 and responsible behaviour of all members of the school community.



At our school we:

- have a **Student Engagement Policy – Electronic Devices Policy** that states our school’s values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- 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:
  - Bullystoppers 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 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
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- 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:
  - Bullystoppers Parent Interactive Learning Modules  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - Parents Cybersafety guide ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))



## Student declaration

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 writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords, and images
- protecting the privacy of others; 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
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me.
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games.
- not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student.

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

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

## BYOD personal devices (Program for Year 7 to 12 Students)

### Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.

### Software and access

- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and applications through **Edustar**. There is a no cost for this access.

### School support

Support **will be** provided for:

- connecting the device to the school network, internet, and other digital technologies.
- set up and management of school, student email accounts.
- all school-based software (including Office 365) and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues of own software.
- hardware issues including broken screens and keys.

## Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

## User responsibilities

Students are responsible for:

- bringing portable devices fully charged to school every day.
- ensuring the device has appropriate virus protection.
- backing up data securely.
- always carrying their device in an appropriate protective case.
- adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including during lunchtime or when not in the classroom.

## **1-to-1 school owned devices – Trolley & Library Borrowing**

### Ownership

- The school retains ownership of the device, and the device is to remain at School.
- Parents/students should be aware that files stored on the device, or on the school's server, are not private.

### Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers the manufacturer's defects and normal use of the device. It does not cover negligence, abuse, or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- 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.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.

If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners, interactive boards)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- void and podcasts
- video conferences and web conferences.

## What do parents and Students need to do?

1. Thoroughly read the BYOD Handbook which outlines device requirements, insurance, software. (NO CHROME OR ANDROID devices)
2. Thoroughly read the Acceptable Use Policy
3. If you wish to accept the policy and framework, sign the documentation (parents/guardians and student).
4. Purchase device (our preferred outlet is Learning with Technologies (LWT) and JB HI-FI where warranty support can be facilitate at KTHS)
5. Ensure the device and charger are named.
6. Once the 2024 School year begins, hand the device and signed documentation to our technician to enable them to connect the device to the KTHS network (this may take 1 day to 1 week).

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps, extra-curricular activities and at home.

### Signature

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 established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_ Student signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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

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