



Manor Lakes P-12
College

POLICY

Digital Learning

Ratified: 10th May 2023



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
- our school prioritises the safety of students whilst they are using digital technologies

Scope

This policy applies to all students and staff at Manor Lakes P-12 College.

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:

- [Manor Lakes P-12 College'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, 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.

Manor Lakes P-12 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.

Personal Devices at Manor Lakes P-12 College

Classes at Manor Lakes P-12 College 7-12 are delivered with the use of Devices (tablets and laptops – laptops preferred). Students must bring their device charged to school each day to be used during class time for different learning activities. Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased tablet/laptop 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.

Manor Lakes P-12 College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork - we have a number of spare devices 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 the Secondary Principal on 9741 4202.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Manor Lakes P-12 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 Manor Lakes P-12 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, including annual session with Victoria Police regarding online safety, social skills programs focused on cyber-bullying, digital literacy delivered through Homegroup program.
- 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 and Wellbeing policy](#) that outlines our School's values and expected student behaviour, including online behaviours



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- 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.

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, Homegroup teacher and/or ICT 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 Acceptable Use Agreement

Students at Manor Lakes P-12 College agree to abide by the following:

- In using digital technologies I will communicate respectfully by:
 - using technology only for positive purposes and ensure that I write polite and respectful posts or message.
 - working to stop bullying. I do not send or pass on mean, rude or offensive posts or messages, or use technology to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
 - being compliant with copyright laws. I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material. I will not download or share any 'pirated' material, including music, movies, documents, images, games etc.
 - creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.
 - not interfering with other people's work, folders or documents, which may result in them being changed, vandalised, lost or deleted.
- When I use digital technologies and the internet I protect personal information by:
 - not posting personal information such as my full name, my address, my email address, my phone number, my teachers or other students' full names etc.
 - not posting photos of myself or other people.
 - keeping passwords private.
 - only joining online spaces with my parents or teacher's guidance and permission.
 - never answering questions online that ask for my personal information.
- When I use digital technologies and the internet I keep myself and others safe by:
 - stopping to think about what I post or share online.



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- using spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help.
 - speaking to a trusted adult if I see something that makes me or someone else feel upset.
 - don't deliberately search for something inappropriate.
 - turning off or closing the screen if I see something I don't like and tell a trusted adult.
 - When I use digital technologies and the internet, I respect all school equipment/devices/infrastructure by:
 - speaking to a trusted adult if I see something that makes me or someone else feel upset.
 - not intentionally disrupting the smooth running of any school ICT systems.
 - not attempting to gain unauthorised access to any system, including internet access and filtering software, following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible.
 - reporting any breakages/damage to school equipment to a staff member.

Distribution of school owned devices to students and personal student use of digital technologies at school (including wifi) will only be permitted where students/parents/carers have signed the "Internet and Email - Student Acceptable Use Agreement" as contained within the Multiple Permission Form.

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 Manor Lakes P-12 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), Manor Lakes P-12 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 policy](#), and [Bullying Prevention policy](#).

Teacher Expectations

Teachers at Manor Lakes P-12 College are expected to:

- ensure that students do not access a staff device for any reason
- only borrow devices from IT for class testing e.g. On Demand, unless by prior arrangement.
- survey secondary students at the start of the year to find out what type of device they have to ascertain what students may be able to access and how this may impact the classroom program
- inform Year Level Coordinators of secondary students who do not own a device, so this can be followed up
- contact parents of secondary students who do not bring devices and run detentions for not bringing the correct equipment to class
- have written work for students who do not bring their devices.

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
- Discussed at parent information nights/sessions as required
- Made available in hard copy from school administration upon request

Review cycle and evaluation

Created date	1st August 2022
Consultation	<ul style="list-style-type: none">- Emailed to all School Council members for feedback and review 5th May 2023.- Nil feedback given. Council ratified all policies 10th May 2023- Compass post to all students, guardians and staff requesting feedback sent 26th of May 2023. Posts included PDFs of all policies.- All guardians with Compass App sent push notification of above post 26th of May 2023.- Newsletter notice to Primary families requesting feedback emailed 26th May 2023.- Newsletter notice to Secondary families requesting feedback emailed 26th May 2023.- Seesaw reminder post to Supported families requesting feedback sent 1st June 2023- Community consultation ended 7th June 2023.- Feedback/submissions received - nil.
Endorsed by	Scott Dellar, Principal
Endorsed on	10th May 2023



Next review date	3 years
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