

## 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 Baringa School on 51271744.

### 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 personal device program in our Upper Primes, Secondary Unit and Senior Learning Centre
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (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
- (e) 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 Baringa 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:

- Baringa 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 teaching and learning; 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.

Baringa 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 Baringa School

Classes at Baringa School are delivered with the use of iPads/tablets/notebook computers. All technology is provided by and stored at the school, with no cost incurred to families.

Students are not required to have their own device and are discouraged from bringing their personal devices to school.

Please note that our school does not have insurance to cover accidental damage to students’ devices.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Baringa 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 Baringa 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

- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- 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 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, information sheets, 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 the school IT manager 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 Baringa 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), Baringa 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:

- A link is provided in the staff induction manual and child safety training processes
- Made available publicly on our school website
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	1 <sup>st</sup> of July
Consultation	Information Technology Team
Approved by	Kelly Methel – Principal
Next scheduled review date	June 2024

# Acceptable Use Agreement – Baringa School

## School Profile

Baringa School is committed to excellence in Special Education. We aim to provide an innovative, caring and stimulating environment where learning is relevant and purposeful and where students develop a sense of belonging through mutual respect and cooperation. Our school motto is “Learning, Caring, Achieving”. Our school values are “Be a learner, Be responsible, Be Respectful”.

## Guiding Principles

Baringa School community sees the provision of a safe, caring and positive learning environment as its most important goal. The environment aims to support students as they strive to develop social, emotional, communication and educational skills that will lead to independence.

At our School we:

- Have a **Child Safety Policy** that outlines our School’s values and expected standards for creating a secure, safe, caring and supportive learning environment. This policy also outlines a child’s right to be safe in every aspect of daily life at school, including camps and excursions and when online. To achieve these standards of safety we will...
- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Provide information about digital access issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Provide a filtered internet service 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 care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

## AGREEMENT FOR THE USE OF COMPUTERS and DIGITAL EQUIPMENT INCLUDING IPADS, IPODS AND CAMERAS.

Students at Baringa Special School will have access to the Internet and email for educational purposes. They will also have access to all the programs available on school desktop and lap top computers, as well as applications and music available on iPads and iPods. To support students to use these programs and applications appropriately and responsibly and treat our devices with respect we are asking students to sign the Baringa Acceptable Use Agreement.

In signing this agreement, you are agreeing to behave in a certain way online and to take appropriate action when and as required. The terms of the agreement are outlined below.

The use of the word appropriate as seen in the policy refers to content that does not contain violence, guns or weapons and that does not contain nudity, swearing or bullying messages.

1. I will not use my mobile phone or any personal device that has internet access while on school property. Any such device is to be handed to the teacher at the beginning of the day and will be returned to students during afternoon pastoral time.
2. I will respect all the digital technologies used at Baringa School including the iPads, iPods, cameras and computers and I will use the programs and applications they contain responsibly.
3. I agree to follow my teacher's instructions regarding the use of computers and activities on the Internet.
4. I will only access my own files under my individual logon and will not access the files of other students.
5. I will never give another person my password/s.
6. I will not use the Internet to bully, frighten or annoy another person. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue.
7. I will use appropriate language when searching items on the internet and will not listen to or read articles with inappropriate language or violence in them. This includes swearing.
8. I will take care of all equipment I use. If I misuse or damage the equipment deliberately or as a result of poor behaviour my parent will be asked to contribute to the cost to have it repaired.
9. I will get permission before taking a picture of a person. I will only take pictures in line with the activities learning intention. I will never send or post my picture without first checking with my teacher.
10. I will not download files from the Internet without the permission of my teacher.
11. I will not use material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
12. I will not believe everything I read on the internet. Not all sites contain accurate or true information.
13. I will not give out information such as my surname, address, or telephone number or use these to create an account on any website while at school.
14. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers.

**Signature**

I understand and agree to comply with the terms of acceptable use and expected standards of behavior set out within this agreement.

I understand that there are actions and consequences for misuse of school technology resources.

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

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

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