

# DIGITAL LEARNING POLICY

## (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

### 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 opt in technology loaning option.
- (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 when using digital technology
- (f) our school prioritises the safety of students whilst they are using digital technologies.

### SCOPE

This policy applies to all students and staff at Yalingbu Yirramboi – The Royal Children's Hospital 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:

- Yalingbu Yirramboi – The Royal Children's Hospital School 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.

The Yalingbu Yirramboi – The Royal Children's Hospital School encourages the use of digital devices to remain connected to their base school and in group and individual sessions. Yalingbu Yirramboi – The Royal Children's Hospital School supports students to use their devices to access educational opportunities and collaborate with classmates in a digital learning environment in a structured, safe and supported manner.

## Personal Devices at Yalingbu Yirramboi – The Royal Children's Hospital School

The Yalingbu Yirramboi – The Royal Children's Hospital School operates a Bring Your Own Device (BYOD) program with the option of loaning technology as required. Classes at our school may be delivered with the use of iPads/tablets/notebook computers.

Parents/caregivers are invited to bring their child's personal or base school device to the Yalingbu Yirramboi – The Royal Children's Hospital School. The Yalingbu Yirramboi – The Royal Children's Hospital School will provide the required technology to students as needed.

Please note that our school does not have insurance to cover accidental damage to students' devices, and parents/caregivers are encouraged to consider obtaining their own insurance for their child's device.

Students, parents and caregivers who would like to loan technology are encouraged to contact the Yalingbu Yirramboi – The Royal Children's Hospital School's Learning Technology Officer.

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At the Yalingbu Yirramboi – The Royal Children's Hospital 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 the Yalingbu Yirramboi – The Royal Children's Hospital School, we support the right of all students to access safe and inclusive learning environments, including digital and online spaces. Below outlines the Yalingbu Yirramboi – The Royal Children's Hospital School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students and their caregivers when using digital or online spaces.

At the Yalingbu Yirramboi – The Royal Children's Hospital School we:

- Educate our students about digital issues such as online privacy, intellectual property and copyright.

- Supervise and support students using digital technologies in the classroom and during individual learning sessions.
- 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.
- 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 and The Children's eSafety Commission:
  - [Bullystoppers Parent Interactive Learning Modules](#)
  - [iParent | Office of the Children's eSafety Commissioner](#)

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/caregivers 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 Learning Technology Officer, 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Supervision Policy.

### 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 caregiver 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 Yalingbu Yirramboi – The Royal Children's Hospital School Statement of Values and School Philosophy, 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), Yalingbu Yirramboi – The Royal Children’s Hospital 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:

- available publicly on our school’s website
- included in staff induction processes.

## FURTHER INFORMATION AND RESOURCES

The Department’s Policy and Advisory Library (PAL):

- [Cybersafety and Responsible Use of Technologies](#)
- [Social Media Use to Support Learning](#)
- [Acceptable Use Policy for ICT Resources](#)
- [Digital Learning in Schools](#)

The following school policies are also relevant to this policy:

- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy

Royal Children’s Hospital process:

- Telepresence Guidelines

## POLICY REVIEW AND APPROVAL

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

\* The Digital Learning Policy will be reviewed and approved by the School Council once they are appointed.

## ANNEXURE A: Acceptable Use Agreement

### Acceptable Use Agreement

### Secondary Student User Agreement

**When I use digital learning 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 participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours);
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images;
- Protecting the privacy of others by 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, or if I see others participating in unsafe, inappropriate or hurtful online behaviour;
- Thinking carefully about the content I upload or post online
- Reviewing the terms and conditions of use for any digital or online tool
- Meeting the stated terms and conditions for any digital or online tool, and completing the required registration processes;
- Handling ICT devices with care and notifying a teacher of any damage or attention required;
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately;
- Not downloading unauthorised programs, including games;
- Not interfering with network systems and security or the data of another user;
- Not attempting to log into the network with a username or password of another student.
- Only taking and sharing photographs or sound or video recordings when others are aware the recording is taking place and have provided their formal consent as part of an approved lesson.

#### Signature

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

Student name:

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

Parent/Guardian

\_\_\_\_\_  
Signature:

## Primary and Early Years Student User Agreement

### When I use digital technologies, I communicate respectfully.

This means I:

- Always think and check that what I write or post is polite and respectful
- Am kind to my friends, teachers and classmates and think about how the things I do or say online might make them feel
- Do not send mean or bullying messages or forward them to other people
- Create and present my own work

### When I use digital technologies, I protect personal information.

This means I:

- Know that my full name, photo, birthday, address and phone number is personal information and is not to be shared online
- 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.

This means I:

- Stop to think about what I post or share online
- 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
- Speak to a trusted adult if I see something that makes me feel upset or if I need help
- 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.

### Signature

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

Student name:

Student signature: