POLICY	DIGITAL LEARNING
DATE	September 2022
SCHOOL COUNCIL APPROVAL	October 2022
REVIEW DATE	September 2024

PURPOSE

To ensure that all students and members of the Blackburn English Language School (ELS) community understands:

(a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school

(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 Blackburn ELS.

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:

- Blackburn ELS' 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 learning" 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 technology at our school

Blackburn ELS understands that digital learning, including the internet, apps, computers and tablets provide students with rich opportunities to support learning and English language development in a range of ways.

Through increased access to digital learning, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital learning enables our students to interact with and create in digital formats.

Blackburn ELS believes that the use of digital learning at school allows the development of valuable skills and knowledge and prepares students to access learning in the mainstream context and to participate in our globalised and inter-connected world. 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.

Safe and appropriate use of digital learning

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Blackburn ELS, we are committed to educating all students to be safe, responsible and discerning in the use of digital learning, equipping them with skills and knowledge to navigate the digital age.

At Blackburn ELS, we:

- use online sites and digital tools that support students' learning and English language development, and focus our use of digital learning on being learning-centred,
- restrict the use of digital learning in the classroom to specific uses with targeted educational or developmental aims,
- supervise and support students using digital technologies in the classroom,
- 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 students to be safe, responsible and discerning users of digital technologies,
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy 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,
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school,
- 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 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 to block access to inappropriate content,
- refer suspected illegal online acts to the relevant law enforcement authority for investigation,
- support parents/guardians/carers to understand safe and responsible use of digital technologies and the strategies.

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 [insert relevant role/s, i.e. classroom teacher, the administration], 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 Blackburn ELS's Statement of Values, Student Engagement and Wellbeing and Bullying Prevention policies.

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), Blackburn ELS will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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. These include:
- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Engagement* and Wellbeing and *Bullying Prevention* policies.
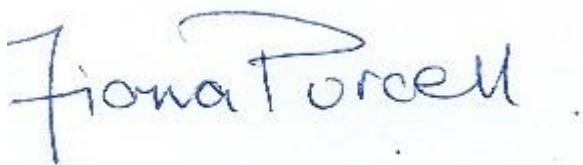
COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information sessions

ENDORSEMENT

This **Digital Learning Policy** was endorsed by the School Council of Blackburn ELS on Tuesday 7 October 2022.

Fiona Purcell

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Fiona Purcell
School Council President

This Policy will be reviewed in October2024.

ACCEPTABLE USE AGREEMENT – PRIMARY STUDENTS

Blackburn English Language School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online. To be safe online students need to do the right thing by themselves and others, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Part A - School support for the safe and responsible use of digital technologies

Blackburn English Language School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Blackburn English Language School we:
1. have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
2. provide a filtered internet service
3. provide access to the Department of Education and Early Childhood Development's search engine, which can be used to direct students to websites that have been teacher recommended and reviewed.
4. provide supervision and direction in online activities and when using digital technologies for learning
5. support students in developing digital literacy skills
6. have a cybersafety program at the school which is reinforced across the school
7. use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
8. provide support to parents/carers to understand this agreement (e.g. language support)
9. provide support to parents/carers through information sessions.

Part B - Student Agreement

When I use technology I agree to:
1. Be a safe and responsible user.
2. Never write or be a part of online bullying (cyber bullying, text bullying.)
3. Tell a teacher if I see someone do something nasty on the computer.
4. Tell a teacher if I see something bad on the computer.
5. Be aware that anything I put on the computer might stay there and can be found.
6. Use the school internet for schoolwork only.
7. Not use or get information from websites, including photos, unless my teacher tells me to.
8. Only print when the teacher says I can.
9. Only use my own class' login.
10. Not try to open work that is not mine.
11. Not tell anyone my password.
12. Not bring games from home to play on the computer.
13. Only use USBs when my teacher lets me.
14. Not eat or drink when I am near or at the computer.
15. Not put my family name, address or telephone number on the internet.

Mobile phones, iPods or iPads or other devices:
16. Not use my mobile phone or camera at school.
17. Not send information about others.
18. Ask people before I take their photo or video them.
19. Not to take photos unless my teacher lets me.
20. Not take photos that could make someone angry or sad.
21. Not change or write about photos that could make someone angry or sad.

I understand that I need to show good behaviour by following these rules; I accept that the following will happen if I don't follow the rules:
1. I will be reminded of the rules by the teacher.
2. I may be reported to the Principal/coordinator who will speak to my parents about my behaviour.
3. I may not be able to use the computers or internet
4. My phone or mobile device may be taken by the teacher and given back to me or my parents/guardian later.

Student's Name_____ Class _____

Student's Signature _____ Date _____

Parent/carer signature _____ Date _____

ACCEPTABLE USE AGREEMENT – SECONDARY STUDENTS

Blackburn English Language School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online. To be safe online students need to do the right thing by themselves and others, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

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2. provide a filtered internet service
3. provide access to the Department of Education and Early Childhood Development's search engine, which can be used to direct students to websites that have been teacher recommended and reviewed.
4. provide supervision and direction in online activities and when using digital technologies for learning
5. support students in developing digital literacy skills
6. have a cybersafety program at the school which is reinforced across the school
7. use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
8. provide support to parents/carers to understand this agreement (e.g. language support)
9. provide support to parents/carers through information sessions.

Part B - Student Agreement
When I use digital technology I agree to:
1. respect others and communicate 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)
2. talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
3. talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
4. carefully consider 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 and be aware that content I upload or post can stay on the internet even if I try to get rid of it
5. protect my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
6. protect the privacy of others; never posting or forwarding their personal details or images without their consent
7. use the internet for educational purposes and use the equipment properly
8. abide by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
9. not interfere with network security or attempt to log into the network with a user name or password of another student
10. not attempt to access the folders or work of other students or teachers.
11. not reveal my password to anyone except the system administrator or the teacher.
12. not download unauthorised programs, including games. Do not bring or download programs, including games, to the school or run them on school computers.
13. not download or copy class materials or photos – except for approved learning purposes.

When I use my mobile phone, iPod or other mobile device I agree to:
1. keep the device on silent during class times and only make or answer calls and messages outside of lesson times – except for approved learning purposes.
2. respect 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. Never post or forward private information about another person using Short Message Service (SMS) or other forms of digital communication.
3. Obtain 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.
4. respect others and communicate 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
5. seek appropriate written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space which is outside the school intranet.
6. be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

I have read the Acceptable Use Agreement carefully. I understand that if I do not behave properly, my internet and mobile technology privileges will be suspended for a period of time determined by the school.

I agree to follow Blackburn English Language School's Internet rules and conditions and behave in a proper way when using computers or digital technology.

Student Name _____   Class _____
Student Signature _____
Parent/Guardian/Carer Signature _____   Date _____