

Mount Ridley P-12 College

DIGITAL LEARNING



-Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

PURPOSE

To ensure that all students and members of our College 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 Bring Your Own Device (BYOD) program, adherence to DET's mobile phone policy and eSmart accreditation;
- (b) expected student behaviour when using digital technologies including online behaviours, social media, and digital devices (including computers, laptops, tablets);
- (c) the College'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 digital technologies and working online;
- (d) our College's policies and procedures for responding to inappropriate student behaviour on digital technologies and working online;
- (e) the various Department policies on digital learning, including social media, that our College follows and implements when using digital technology; and
- (f) our College prioritises the safety of students whilst they are using digital technologies and working online.

SCOPE

This policy applies to all students and staff at Mount Ridley 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 Colleges](#) and
- [Social Media Use to Support Student Learning](#).

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

- Mount Ridley P-12 College's Child Safety Code of Conduct (MRC website)
- [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](#) (College 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 College

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including working online, use of apps, and all digital devices, 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.

Mount Ridley 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 College's vision is to empower students to use digital technologies safely and appropriately prepare today's students for tomorrow's possibilities.

Personal Devices at Mount Ridley P-12 College

Mount Ridley P-12 College operates a Bring Your Own Device (BYOD) program. Classes at our College are delivered with desktops, laptops and iPads. Students are encouraged, through the BYOD program to bring their own laptop, or iPads for Prep-4 students, to use within all their classes.

Parents/carers are encouraged to purchase a device for their child to bring to school. In order to assist families, Mount Ridley P-12 College has secured special arrangements with third party technology suppliers for the purchase of discounted devices. The College is also able to refer parents to government or community support programs that are able to assist in the purchase of devices. At the same time, students are able to access the College's banks of devices which are located across all mini schools.

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, with a charger brought to school for charging throughout the day;
- is brought to school in a protective case;
- has at least 128 GB of storage (32GB for iPads)
- RAM 16GB
- WiFi (802.11 AC)
- **Windows**: operates on Windows 10
 - *The College is working towards supporting Windows 11 in 2023*
- **Mac**: operates on the latest version of Mac OS
- **iPad**: operates on the latest version of iOS

Please note that our College 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 the College's Main Administration office via email mount.ridley.p12@education.vic.gov.au or (03) 8338 3600.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mount Ridley 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. The College is recognised as an eSmart school with an accreditation through the Alannah and Madeline Foundation.

At Mount Ridley 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;
- the College's official platform is Office 365, with students and staff using Microsoft Teams as a Learning Management System;
- 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 our eSmart accreditation;
- 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 Wellbeing and Engagement* policy that outlines our College values and expected student behaviour, including online behaviours;
- have an ICT Code of Conduct 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 online and other digital technologies;
- provide DET and an additional filtered internet service 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, information sheets, website/College portal and information sessions.

Distribution of College 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 ICT Code of Conduct 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 their Mentor teacher or relevant Team Leader, immediately.

All messages created, sent or retrieved on the College's network are the property of the College. The College 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 Yard Duty and Supervision Policy.

Social media use

Our College 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.

Mount Ridley P-12 College utilises a number of online platforms and applications for students to showcase their work, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to classes. These programs and applications are overseen by the College curriculum team. Parents are welcome to contact the relevant Assistant Principal if they have any questions or concerns about students participating in this forum.

The Mount Ridley P-12 College manages its own social media platforms to promote College events and showcase student achievements within the classroom and extracurricular activities.

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 College becomes aware that a student at the College 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 College 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 Mount Ridley 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 College community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Mount Ridley 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 Office 365 privileges;
- removal of internet access privileges;
- removal of printing privileges; and
- other consequences as outlined in the College’s *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

COMMUNICATION

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

- Available publicly on our College’s website;
- Included in staff induction and child safety training processes;
- Discussed at staff briefings/meetings as required;
- Included in our staff handbook/manual;
- Included in College planners so that it is easily accessible to parents, carers and students;
- Included as annual reference in the College newsletter;
- Discussed at student forums; and
- Made available from College administration upon request.

POLICY REVIEW AND APPROVAL

Created date	May – June 2022
Consultation	Various staff groups May – June College Council 10 th June - 21 st June
Endorsed by	Principal – Carmelo Pagano
Endorsed on	21 st June
Next review date	June 2024 (every two years)

APPENDIX

Student ICT Code of Conduct

Rationale

Mount Ridley Prep-12 College provides ICT facilities, and supports the College's BYOD program, allowing students to access and use information resources available to them through the College's network. Access to technological equipment and software by students will be supervised by teachers and will be for educational purposes only. The purpose of this agreement is to ensure that students at Mount Ridley Prep-12 College, who use these technologies, do so in an appropriate and safe manner. The acknowledgment of this agreement also corresponds to the access of personal devices. This agreement is to be read and signed by the student and parent/carer.

When using technology at College the College I agree to:

- uphold the values of Mount Ridley College at all times when using ICT devices. This includes the use of computers, digital cameras and my own personal device(s).
- follow teacher instructions regarding use of technology (internet, computers, digital cameras, headphones, passwords etc.)
- not access or download unauthorised programs or files, including images, songs or games.
- not change the settings, or tamper with cables on any of the College devices.
- use the technology at the College for learning.
- not access or listen to any images, sounds or videos that are offensive or rude, including language that is inappropriate.
- report to my teacher any inappropriate use of technology and offensive or unsuitable websites for College.
- respect the privacy of teachers and other students by not passing on personal passwords or by reading or using anyone else's email account.
- not share my login credentials and I understand that sharing my login credentials will lead to further consequences.
- not break copyright laws by downloading and/or copying another person's work from the Internet and claiming it as mine (plagiarism).
- protect the privacy of other students and never post private information regarding other students when using SMS and online platforms (Facebook, TikTok, Instagram etc.).
- only take photos of others with their permission.
- be respectful in how I talk to and work with others online and never participate in online bullying.

If I encounter online bullying I understand that I can report such offences to the classroom teacher, or alternatively I can access <http://www.esafety.gov.au> for further information. Disciplinary action will be taken against students who engage in online bullying.

- use ICT equipment correctly, and understand that damage to College equipment will result in disciplinary action.
- use my own or a College device as instructed by the teacher and know that damage to these devices is my own responsibility.

Access to the College's network, learning platforms and devices is a privilege and not a right. Any student who breaches the Code of Conduct will be dealt with accordingly.

Student Name:

Year level:

Student Signature:

Date:

I agree to allow my child to use the internet and other technologies at MRC. I will contact the College if there is anything here I do not understand. If there is a situation which concerns me, I will contact either the College or the Department of Education and Training's eSafety team if the issue concerns cyberbullying on 1800 880 176.

Parent/Carer Signature: