



**VERMONT  
SECONDARY  
COLLEGE**

# **VSC DIGITAL LEARNING POLICY (Internet, social media & digital devices)**

@ 07 June 2022



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact [insert school contact details].

## **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 Vermont Secondary College (VSC) including our 1-to-1 device program;
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets);
- (c) VSC'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 at Vermont Secondary College (VSC).

Staff use of technology is governed by the following Department policies:

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

and

- [Vermont Secondary College's Mobile Device, Computer and Internet Acceptable Use Policy](#).

## **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.

Vermont Secondary 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 Vermont Secondary College

Classes at Vermont Secondary College are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a 1-to-1 program, which means students must bring their own purchased device with them to school each day. Vermont Secondary College has special arrangements with Learning with Technologies a local company that offers discounted prices for the lease or purchase of devices for Vermont Secondary College students.

#### **Year 7 and 8 Students are required to have their own device that must be a:**

- Lenovo 11e Yoga 5th Gen - 11.6" Touch Celeron 4GB
- 11.6" touch / stylus
- 128 GB Hard Drive
- 4 GB RAM

#### **Year 9 students are required to have their own device that must be a:**

iPad or

- be brought to school in a protective case
- have at least 64 GB of storage
- operate on current version of ios ( No BETA test )
- not be cellular enabled
- not have broken or cracked screen

**OR**

Lenovo 11e Yoga 5th Gen - 11.6" Touch Celeron 4GB

- 11.6" touch / stylus
- 128 GB Hard Drive
- 4 GB RAM

Furthermore:

- Junior School students (Years 7-9) are to bring their devices (fully charged) to school every day except sports days
- earphones or earbuds are required for listening to audio/visual materials
- software and updates as required are to be completed prior to class
- devices should remain in school bags when travelling on public transport and kept in student lockers at break times unless they are being used for completing work.

Senior School students (Years 10-12) should choose a device according to their subject needs, and are required to have their own device that must:

- be brought to school in a protective case
- not have broken or cracked screen

Furthermore:

- Senior School students are to bring their devices (fully charged) to school every day except sports days
- earphones or earbuds are required for listening to audio/visual materials
- software and updates as required are to be completed prior to class
- devices should remain in school bags when travelling on public transport and kept in student lockers at break times unless they are being used for completing work

We recommend the following devices:

- Windows laptops with Solid State drive (SSD) running Microsoft Windows 10

**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.**

Vermont Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our 1-to-1 program are encouraged to contact Kerri Simpson [simpsonk@vermontsc.vic.edu.au](mailto:simpsonk@vermontsc.vic.edu.au).

## **Safe and appropriate use of digital technologies**

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Vermont Secondary College, we are committed to educating all students to use digital technologies in ways that respect the dignity of ourselves and others and promote full flourishing for all, equipping students with the skills and knowledge to navigate the digital world.

At Vermont Secondary 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 promoting safe, responsible and discerning use of digital technologies, including Year 7 and 8 Digital Technologies units, Digital Thumbprint workshops, Project Rockit Digital Ambassadors, eSafety student team, RUOK unit

- 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

Access to the school network and online platforms will only be permitted where students and their parents/carers have completed a signed Mobile Device, Computer and Internet Acceptable Use Policy.

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 Student Manager or Learning Area Leader 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.

Our school uses Google Suite, Microsoft Office 365, Moodle and Compass platforms. Parents are welcome to contact Kerri Simpson [simpsonk@vermontsc.vic.edu.au](mailto:simpsonk@vermontsc.vic.edu.au) if they have any questions or concerns about students using these platforms.

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 Vermont Secondary College's *Statement of Values & Philosophy*, *Student Wellbeing and Engagement* policy, *Bullying Prevention* policy and *Social Media Protocols*.

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), Vermont Secondary 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 & 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 [or insert other online parent/carer/student communication platform]
- Included in staff induction and child safety training processes

## Review Cycle

This policy was last updated on June 2022 and is scheduled for review in June 2024.

<b>Date Implemented</b>	June 2022
<b>Author</b>	Kerri Simpson (LT – Head of Library & Information Resources)
<b>Approved By</b>	Principal (for consultation with School Council)
<b>Approval Authority (Signature &amp; Date)</b>	T. Jacobs - Principal
<b>Date Reviewed</b>	June 2022
<b>Responsible for Review</b>	Mike Stevens (Assistant Principal) & Kerri Simpson (LT – Head of Library & Information Resources)
<b>Review Date</b>	June 2024
<b>References / Links</b>	DET References: <ul style="list-style-type: none"><li>• <a href="#">Acceptable Use Policy for ICT Resources</a></li><li>• <a href="#">Cybersafety and Responsible Use of Digital Technologies</a></li><li>• <a href="#">Digital Learning in Schools</a></li><li>• <a href="#">Social Media Use to Support Student Learning</a>.</li></ul> Related VSC policies: <i>VSC Mobile Device, Computer and Internet Acceptable Use Policy</i> <i>Statement of Values &amp; Philosophy</i> , <i>Student Wellbeing &amp; Engagement</i> <i>Bullying Prevention</i>

	<i>Social Media protocols</i> Resources:
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