

DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand this policy, please contact the front office.

PURPOSE

To ensure that all students and members of our school community understand:

- our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school.
- expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets).
- 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.
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet.
- the various Department policies on digital learning, including social media, that our school follows and implements when using digital technology.
- our school prioritises the safety of students whilst they are using digital technologies.
- outline the principles of the BYODD program at Caulfield Junior College.

SCOPE

This policy applies to all students and staff at Caulfield Junior 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 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:

- Caulfield Junior College'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 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.

Caulfield Junior 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 interconnected 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 Caulfield Junior College

Caulfield Junior College operates a Bring Your Own Designated Device (BYODD) program in Grade 3-6. Classes at our school are delivered with the use of notebook computers.

Parents/carers of students in Grade 3/4 can enter a lease arrangement through the external provider Learning with Technologies (LWT). LWT offers insurance through their company and we strongly recommend this is purchased for every device.

Students in Grade 5/6 are provided with a laptop to use at school and it is up to the teacher’s discretion if the device is taken home to complete curriculum related work.

Students, parents and carers who would like more information or assistance regarding our BYODD program are encouraged to contact our school.

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
- Is brought to school in a protective case

The details of the implementation of the BYODD program are provided in school based documentation.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Caulfield Junior 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.

At Caulfield Junior 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 safe, responsible and discerning users of digital technologies, including the 'Inform and Empower' cyber safety course which runs on a termly basis
- educate our students about digital issues such as privacy, appropriateness of online tools, appropriate responses to online threats, 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 of Technology Agreement outlining the expectations of students when using digital technologies for their schoolwork which every student must sign
- 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 of Technology 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.

Information on supervision arrangements for students engaging in digital learning activities is available in our Yard Duty and 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.

Our school has established a Facebook and Instagram account to share some of the activities happening at school. Whilst Compass remains the first port of call for communication with families, social media platforms are used to celebrate student/staff achievements within the educational context. Parents are welcome to contact the school office if they have any questions or concerns about CJC's social media 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 Caulfield Junior 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 school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Caulfield Junior 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 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
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs for parents
- Staff induction process

POLICY REVIEW AND APPROVAL



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne



Policy last reviewed	May 2022
Consultation	Policy committee 2021 Policy Committee 2022
Approved by	Principal
Next scheduled review date	May 2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Acceptable Use Agreement

USING TECHNOLOGY AT CAULFIELD JUNIOR COLLEGE STUDENT PLEDGE INTERNET & DEVICE **SMART** – **ALERT** – **STRONG** – **KIND** - **BRAVE**

Acceptable Use of Technology Agreement

<p>I will be internet smart by not giving out my personal information to another person. I will always let the teacher know if someone is asking for my personal information.</p>	<input type="checkbox"/>
<p>I will be internet smart by thinking before I post a message or a photo.</p>	<input type="checkbox"/>
<p>I will be internet alert by only visiting websites or applications that the teacher has given permission for. I will not sign up to any website without the teacher's permission.</p>	<input type="checkbox"/>
<p>I will be internet alert by looking out for unsafe sites, links or emails and only use my own email for websites my teacher has approved.</p>	<input type="checkbox"/>
<p>I will be internet strong by keeping my password secret and secure. I will not use or share another person's username and password. If I think my password is no longer secret or I know someone else's password, I will tell a trusted adult.</p>	<input type="checkbox"/>
<p><i>(the students don't make their own passwords!) - get Sheralee to reword</i></p>	<input type="checkbox"/>
<p>I will be internet kind by always using language and behaviour that I know is respectful to others.</p>	<input type="checkbox"/>
<p>I will be internet kind by being an upstander when I see someone being disrespectful, mean or hurtful. An upstander speaks up and/or reports the behaviour to a trusted adult.</p>	<input type="checkbox"/>
<p>I will be internet brave. When in doubt, talk it out. If I am feeling worried or unsure about things that are happening online to myself or others, I will remember that I can talk to my parents, staff at school or trusted adults about my concerns. There are always people that will listen and can help.</p>	<input type="checkbox"/>
<p>I will be internet brave by reporting and/or blocking inappropriate content online.</p>	<input type="checkbox"/>
<p>I will be device alert. Technology is a privilege, not a right. I will care for and respect all equipment by not eating or drinking nearby, carrying with two hands and never leaving it somewhere unsafe (like on the floor or outside).</p>	<input type="checkbox"/>
<p>I will be device smart. If I bring a mobile phone to school, I will hand it to the teacher every morning and collect it after school. If I wear a smart watch, I will turn off the messenger and call functions.</p>	<input type="checkbox"/>



Caulfield
JUNIOR COLLEGE

École franco-australienne
de Melbourne



I will be digitally smart by following instructions and use digital devices with care. I understand that any breach of this pledge may result in me losing the privilege of access to devices, email and internet at school. I also understand my parents will be notified of any breach of this pledge.

Student Name: _____ Student Signature: _____

Teacher Signature: _____ Date: _____