

# TERANG COLLEGE

## Digital Learning

(Internet, Social Media & Digital Devices)

### POLICY



#### Help for non-English speakers

If you need help to understand the information in this policy please contact Kath Tanner on 5592 1349.

### 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 1-to-1 personal device program or insert other appropriate programs as relevant to your 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 Terang 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:

- Terang 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.

Terang 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 Terang College

Terang College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of laptop computers.

Parents/carers are invited to purchase a device for their child to bring to school. Terang College subsidises the purchase of one device for our students when they are entering into Year 4. Terang College can refer parents to government or community support programs that may help them if they wish to purchase a device for their child to own, rather than use what is provided for free by the 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

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.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Phil Kim or Jo Couch.

### Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users’ safety or wellbeing. At Terang 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 Terang 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 [insert details of specific programs]
- 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.

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.

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](#).

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 Terang College's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy and Terang College's Acceptable Users Agreement which is attached at the end of this 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), Terang 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 and on Compass.
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation through Policy sub-committee and ICT leaders Parent meetings are offered twice a year to inform parents and students of the use of digital technology.	March 2022 – May 2023
Approved by	Principal and School Council
Next scheduled review date	May 2025

## ANNEXURE A: ACCEPTABLE USE AGREEMENT

### Dear Student and Parent/Guardian,

The staff at Terang College believes in the power of contemporary approaches to education, using modern and cutting-edge technology and programs to transform and enhance the way our students learn.

Having access to a personal digital learning device empowers our students to be in control of their learning for research, homework, problem solving, team projects, communicating and to access online academic coursework.

By having access to their own device, our students have anywhere, anytime access to learning. At the same time, they will be developing valuable 21<sup>st</sup> Century skills that will be beneficial throughout their lives and careers.

Terang College introduced laptops to their technology program in 2019 and will be continuing this in 2023. The College has witnessed the advantages and benefits of students having their own individual device.

Overall, this has been a healthy change for staff and students alike. The 2023 model will be a **“Dell Latitude 3310 BTX-Touch Screen”**. This device is slightly dearer than previous years but our info tech support team believe this device is highly durable and cater for students for a longer period of their secondary schooling. Below is a list of just a few reasons behind the move towards laptops:

- Laptops have greater scope of functionality including development of computer program skills
  - Intel Core – i5-8265U Processor w/Intel UHD Graphics 620
  - 13.3” HD Anti-Glare Touch, Camera & Microphone, WLAN Capable
  - 8GB, 1 x 8GB, DDR4, Non-ECC
  - 256GB M.2 PCIe NVMe Solid State Drive
- Built-in college educational software package.
- The College’s network and infrastructure including internet bandwidth copes better with the laptops, improving both the user experience while working on the web as well as providing faster and more reliable network connectivity to onsite resources.
- Device durability and warranty services (3 years accidental damage insurance, 3 years basic onsite service)
  - Tested for thousands of 4” Micro-Drops, 30” Drops onto steel
  - Hinge Tested 30,000 times, Water Spill Resistant Keyboard, Battery lasts 7-8 hours.

Devices will be available for collection at the parent/student info session at 7.00 pm on 6<sup>th</sup> Dec 2022 and at 7.00 pm on 6<sup>th</sup> Feb 2023. Parents need to indicate which info session they like to attend on this agreement (Page 5). Parents will be advised via an SMS if this needs to change. Parents can contact the College for further information or if alternative collection arrangements are required.

Like in previous years, **all year 3, 4, 5 and new year 6 or 7** students in 2023, will be offered the opportunity to purchase their own device at a largely subsidised rate and manufacturer direct price.

Kindest regards,  
Mrs. Kath Tanner  
Principal





# Terang College Digital Citizenship Partnership Agreement

2023

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## FINANCIAL CONTRIBUTION & What You Will Receive?

<b>Dell Latitude 3310 BTX</b> - including case and 3 year warranty and 3 year accidental damage protection - 1 claim	\$1,096.00	<b>PAYMENT PLAN</b>		<b>AMOUNT</b>
College Assistance (for year 3, 4, 5 and new year 6 or 7 students in 2023)	\$300.00	6 <sup>th</sup> December 2022	Early February 2023	\$506
<b>Total Cost</b> per student (for year 3, 4, 5 and new year 6 or 7 students in 2023)	<b>\$796.00</b>	1 <sup>st</sup> Feb 2023	1 <sup>st</sup> Feb 2024	\$145
		1 <sup>st</sup> Feb 2024	1 <sup>st</sup> Feb 2025	\$145
		<b>TOTAL CONTRIBUTION from parents/students is</b>		<b>\$796</b>

Devices will be distributed to students when the first instalment is received.

Students who do not purchase a laptop can borrow one from the office each day but must return it at the end of the day.

If students and **parents hand in the completed Acceptable User Agreement and pay the first instalment**, they will be able to take the device home that evening. However, there may be circumstances which may prevent this such as availability, delivery time and configuration process of devices.



## Terang College Digital Technologies (ICT) Policy

This policy is available on the College website and Compass. Students and parents are required to familiarise themselves with this policy as it outlines the expected rules, guidelines and appropriate use of digital technology and consequences.

### What to do if your Device is damaged

If an accident happens, please notify your teacher and go to the I.T. office as soon as possible. The IT technician will clarify with the student how the accident happened and what the student can do in the future to prevent breakages. College technicians will send off for repair which will be returned to the College.

### Mobile Learning at School

When you receive your device, a vast array of information and opportunities will only be a click away. Using a mobile learning device, will open up a whole new world of knowledge and prepare students for a world of innovation, excellence and creativity in the 21<sup>st</sup> Century.



While being light and portable, these devices will provide the students with access to a wide range of very affordable apps and software enabling them to connect, create and collaborate in ways otherwise thought unimaginable within the walls of a school.

We are excited to see what our students will be able to do with these devices in school and are here to support their use at home to extend their learning beyond the four walls of the classroom.

## Making the Most of Mobile Learning Devices at Home

As a parent, you play a central role in your child's development. If you do not feel comfortable using computers yourself, do not worry –detailed information about how to set up and use the device are included in this booklet and will be provided by the support teachers give to students in the classroom.

The most important thing you can do is encourage your child to use their device, get them to show you what they are learning and how they are using it.

You will not have to offer your child technical support – the College has an ICT manager and centrally provided Network and technical assistance at College. Connecting the device to your own wireless network at home is something you need to arrange as a family if you wish to proceed with this.

## Making the Most of the Device at College

Research of the recent pilots of 1:1 learning in Victorian schools have shown students are more engaged and motivated to learn when they have access to a personalized device that provides them with self-directed learning opportunities.

The research also indicated the need to establish methods of support that assist students to develop the skills needed to use the device successfully for their learning. Our College's Policy will include agreed behaviours for the use of the devices at College. This booklet also provides you with tips on how to set guidelines for use at home to ensure your child is safe and responsible online.

## Frequently Asked Questions

### **Is the mobile device easy to carry?**

Yes, each device comes with a carry bag. The College provides each student with a locker when they are at College in which to safely store the device when they are not using it.

### **Will my child be protected when using the mobile device online?**

At College, all students will be expected and supported to adhere to cyber-safe practices. They will also have filtered access to the internet, preventing them from accessing certain sites not suitable for students. Teacher supervision will also support your child to use their device in a safe and responsible manner. Cyber awareness will also be included in the curriculum as part of the Connect program.

### **Does my home need internet access?**

No. Students will be able to access the information they need when they are at College, and use the software and apps loaded onto the device at home that do not require an internet connection. Even when not connected to the Internet, mobile devices are still a fabulous tool for learning. Of course, if you have internet at home you are able to connect your child's device.

### **What will happen if the mobile device is lost or stolen?**

All devices have a warranty that covers general hardware faults. This device includes 3 year hardware warranty and 3 years cover for accidental damage (drops or spills) but does not include loss or theft of the device. We recommend insuring on your home insurance policy. Please contact the College should you



have any questions about this coverage or to make a claim should something unfortunate occur. More information about this process will be in the College newsfeed.

**Victorian State Government Education and Training**

This policy below outlines measures schools must take to support students to engage with digital technology in a safe and responsible way.

<https://www2.education.vic.gov.au/pal/cybersafety/policy>

# Terang College

## Digital Technologies Agreement

*For the use of College Digital Technology Resources*

### **STUDENT AGREEMENT**

Before students may use computer facilities at Terang College, they must sign this agreement, which binds them to the conditions stated in the College's Digital Technologies (ICT) Policy. If they break any of the conditions, appropriate penalties will be applied.

***I have read the College Digital Technologies (ICT) Policy and agree to obey its guidelines and conditions.***

Student's Surname: \_\_\_\_\_ Student's First Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Info Session (Please tick the box) ☐ 6th Dec Info Session ☐ Early Feb Info Session

### **PARENT/GUARDIAN AGREEMENT**

I, the Parent/Guardian of \_\_\_\_\_ have read and understand

- The Terang College Digital Technologies (ICT) Policy - I agree my child will observe its rules and guidelines
- Conditions outlined in the Financial Contribution as follows:

PAYMENT PLAN		AMOUNT
6 <sup>th</sup> December 2022 or	Early February 2023	\$506
1 <sup>st</sup> Feb 2023	1 <sup>st</sup> Feb 2024	\$145
1 <sup>st</sup> Feb 2024	1 <sup>st</sup> Feb 2025	\$145
TOTAL CONTRIBUTION from parents/students is		\$796

Parent/Guardian Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_