

# DIGITAL LEARNING

## (INTERNET, SOCIAL MEDIA, AND DIGITAL DEVICES)



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 8311-5200

## PURPOSE

To ensure that all students and members of our Sunshine 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 Sunshine College including our BYOD (Bring your own device),
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets),
- (c) Sunshine 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 the internet and digital technologies,
- (d) Sunshine College'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 Sunshine College follows and implements.

## SCOPE

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

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

- Sunshine 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](#) (Sunshine 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 Sunshine College

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.

Sunshine College believes that the use of digital technologies at Sunshine College allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our Sunshine College’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 Sunshine College

Lessons at Sunshine College sometimes include the use of iPads/tablets/laptops/phones. Students are encouraged to bring a charged device to Sunshine College each day to be used during class time for different learning activities.

Our Sunshine College operates a Bring Your Own Device (BYOD) program, which means students who have their own purchased or leased device should bring it to school each day. Sunshine College has special arrangements with Centrecom that offers discounted prices for the lease or purchase of devices for Sunshine College students.

Please note that our Sunshine 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.

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

Students, parents, and carers who would like more information or assistance regarding our BYOD program are encouraged to contact the assistant principals for student engagement and community operations Mona Ragdho (West Campus) or Mark Deverall (North Campus).

## Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Sunshine 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 Sunshine 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 Sunshine College work,
- 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 Cyber safety and Respectful Relationships,
- 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 Sunshine College'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 Sunshine College work,
- 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 Sunshine College 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/Sunshine College portal and information sessions.

Distribution of Sunshine College owned devices to students and personal student use of digital technologies at Sunshine College 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 Sunshine College's network are the property of the Sunshine College. The Sunshine 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.

## Social media use

Our Sunshine 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.

Our Sunshine College has established:

- A digital Art Gallery on Instagram for students to showcase their artwork, (@sunnie\_creatives) where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our art classes. Parents are welcome to contact Jodie Parsons or Ben Thomas if they have any questions or concerns about students participating in this forum.
- A digital food technology collective (@sunniefoods) where students, and staff celebrate healthy eating and cooking. Parents are welcome to contact Jodie Parsons or Alice Barker if they have any questions or concerns about students participating in this forum.
- A Facebook page (@sunshinecollegevic) to celebrate and share daily life at the college. Parents are welcome to contact Yvonne Reilly if they have any questions or concerns about students participating in this forum.

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 Sunshine College becomes aware that a student at the Sunshine 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 Sunshine 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 Sunshine 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 Sunshine College community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Sunshine 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 Sunshine College'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 Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required.
- Included in our staff handbook.
- Discussed at parent information nights/sessions.
- Included in transition and enrolment packs.
- Made available in hard copy from school administration upon request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Approved by	Principal (Feb 2023) and School Council (Feb 2023)
Next scheduled review date	Feb 2024

## APPENDIX A: ACCEPTABLE USE AGREEMENT

### Acceptable Use of Loan Equipment Agreement

#### DETAILS

<b>Sunshine College:</b>	Sunshine College
<b>Sunshine College Representative:</b>	
<b>Sunshine College Representative contact details:</b>	
<b>Student:</b>	
<b>Device:</b>	
<b>Model/Serial Number:</b>	
<b>Remote Learning Period</b>	

In consideration of the Sunshine College, at the request of the Recipient, making available the Device to the Student for educational purposes during the Remote Learning Period, the Recipient (parent/carer of the student) agrees to the following terms and conditions:

The Recipient agrees to:

1. Supervise the Student's use of the Device at all times during the remote Learning Period and comply with the Sunshine College's [Acceptable Use Agreement](#).
2. Ensure that the Device is only used for access to education related sites and not used to access inappropriate content. Refer to attached guidelines on safety.
3. Comply with any direction to load or update software that controls access to content and ensure that this software is in operation.
4. Maintain the Device in good working order and ensure that the student uses the Device in accordance with the Device manufacturer's instructions.
5. Ensure the Device is not misused or tampered with by any person.
6. All times keep the Device under his or her personal control both during and outside Sunshine College hours.
7. Notify the Sunshine College Representative immediately following any loss or damage to the Device.
8. Accept responsibility for the payment of a \$100 insurance excess, in the event of lodging an insurance claim.
9. Ensure the Device is returned to the Sunshine College at the end of the Remote Learning Period or within 5 business days of the Sunshine College requesting the Device be returned.

The Recipient agrees:

1. The Sunshine College can request the return of the Device at any time.
2. That in the event the Device is lost or damaged (e.g., if loss is caused by leaving the Device in an unlocked or unattended vehicle, except in a locked boot or a locked vehicle, or some other negligent act), then the Recipient may not be eligible to borrow a replacement Device from the Sunshine College.
3. To assist the Sunshine College with respect to the lodgement of an insurance claim where requested.
4. That on the completion of the Remote Learning Period the Device will be returned to the Sunshine College in good repair, condition and working order, ordinary wear and tear excepted.

<b>Signed by Recipient</b>	<b>Signed on behalf of Sunshine College</b>
<b>Date:</b>	<b>Date:</b>

## Being online at home: tips for parents and carers

### Privacy

When supporting your child's education at home, keep their privacy in mind, and help them establish and maintain good privacy practices.

Privacy is about protecting your child's identity. This may be their name, age, email, home address or password. It can also be more sensitive information, such as their health, wellbeing, or family circumstances.

Read the [Sunshine Colleges' Privacy Policy](#) to understand how Sunshine Colleges handle information and apply similar principles at home.

Here are some practical tips to help you and your child maintain good privacy practices:

- Ensure your child's **passwords** to any systems they access are secure. Do not have them written down near the computer or device or save them in a document that can be accessed by others.
- If your child is using a shared computer or device at home (e.g. a household computer or tablet), ensure that they **log out of all Sunshine College systems** at the end of each session or day.
- Your child may sometimes need to share **sensitive information** with their teacher or other Sunshine College staff—for example, about their health or wellbeing. Make sure they can do so without being disturbed, and any sensitive documents they create, or share are stored somewhere secure, such as a password-protected folder.
- Your child's teacher will advise what **collaboration platforms or applications** your child may be asked to use to support learning from home. This will include advice on how to set them up to ensure your child's safety and privacy. It is very important that you follow your Sunshine College's guidance. This will help ensure that the strongest privacy protections are in place at home.
- If your Sunshine College is using **video conferencing**, ensure your child understands how the software works. If possible, your child should participate in videoconferencing in an open place within your home, rather than alone in a private space such as in their bedroom.
- Be cautious about downloading **educational software** except what the Sunshine College has recommended:
  - If software requires your child's personal information to be entered, make sure you read the company's privacy policy first to find out how that information is stored, and who it is shared with. If you're unsure, you can **ring the Sunshine College (PH: 8311-5200) to check**.
  - Be wary of companies and products that:
    - don't have a privacy policy,
    - ask for more detailed personal information than seems necessary in order to use their product,
    - share user information with third parties for marketing purposes,
    - store your child's information in countries whose privacy legislation is substantially different to Australia's.

## Safety

When using the provided equipment, including dongles, devices, and laptops, please ensure that these are used for educational purposes only, to help ensure your child's safety and security. Protecting your child and supporting them to stay safe online is a priority for parents and carers. The [National eSafety Commissioner](#) has developed a range of resources to support parents and carers to ensure their child's safety and privacy online, including:

- [parent webinars](#),
- tips on [how to report cyberbullying](#) and
- [online safety kit for parents and carers](#).

## Copyright

Here are some practical tips to help you and your child maintain good copyright practices:

### Use existing free sources of content:

- The Department provides access to a wide range of learning materials available from the [FUSE website](#).
- There are many free online streaming content services where students can access content without having to download or make a copy of it. Examples include ABC iView, ABC Education and YouTube Kids.
- The Department of Education and Training has purchased a licence which provides all Victorian Government teachers and students with access to [ClickView](#), a platform that hosts thousands of educational video resources and learning activities. Your child's teacher will provide your child a ClickView login to enable them to watch material hosted on ClickView at no cost.

### Link to content, rather than download it, where possible

- If your children need to access or share internet content, advise them to use links rather than a downloaded copy where possible.
- If you don't have internet access at home or limited access, please let your child's teacher and they can organise providing you with copies of materials.

### Access Sunshine College subscriptions from home

- The Department provides access to a range of software from the [FUSE website](#) that Sunshine Colleges can use to support teaching and learning, including [Webex](#), [ClickView](#), [Stile Education](#) (for students in years 7-10), [G Suite for Education](#), [Microsoft O365](#) and [Minecraft: Education Edition](#). Your child's teacher will advise you on what software your child will use to support their learning from home.
- Students often already have access to Sunshine College-provided subscriptions that are useful for supporting learning from home, for example Reading Eggs, Mathseeds and HOTmaths. Check what is already available from your Sunshine College before signing up to anything new.

## Security

- Make sure you have anti-virus software installed on your computers or devices at home and this software is up to date.
- Download and install any updates for other software on your computers or devices at home. These updates often include 'patches' that fix security vulnerabilities and other bugs.
- Unsolicited technical support is a key method for scammers to gain access to your computer and your confidential information. Do not install any software at the request of someone posing as a representative of a company where you have not actively requested support, whether you are contacted by phone or by e-mail.



- When online, ensure that any links you or your child click on are genuine. 'Phishing' is when someone sends you a link that looks ok but is sending you somewhere dangerous or inappropriate. These links may look like they come from your Sunshine College, a software provider, the bank, the government or from apps your child uses. More tips can be found on the [ScamWatch website](#) or from the [eSafety Commissioner website](#).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2023
Approved by	Principal and School Council (Feb 2023)
Next scheduled review date	Feb 2024