

Mickleham Secondary College

Digital Learning Policy (Internet, Social Media and Digital Devices)



Help for non-English speakers

If you need help to understand the information in this policy please contact the main office

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 Bring Your Own Device (BYOD) personal device program
- (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 Mickleham Secondary 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:

- Mickleham Secondary 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

Digital technologies offer distinctive benefits in the development of our students within our teaching and learning program to access global information. Mickleham Secondary College is committed to providing a safe, inspirational and highly collaborative 21st Century learning environment in which students have access to essential learning materials, and expert guidance and tutoring.

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.

Mickleham 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 Mickleham Secondary College

Mickleham Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of notebook computers. Parents may decide to purchase or lease through our preferred supplier ‘Learning with Technologies’, purchase from a third party, or utilise a device from within their own family. Mickleham Secondary College can then provide:

- free software including Microsoft Windows (PC laptops only), Microsoft Office365, Adobe CC please allow 24 hours for the installation of this software[^]
- on-site technician support (software and connection to WI-FI network)
- access to WI-FI#
- access to temporary laptop if student’s laptop requires repair (loan laptop is PC only)*

[^] Participation in BYOD program assumes parents/carers and students agree to the school imaging and software agreement in order to receive DET operating system and/or free software. A copy of the Agreement will be made available on the college website.

Participation in the BYOD program assumes parents and students agree to the Acceptable Use of Digital Technologies Agreement. Agreement is available on the school’s website.

* Student must lodge repair issue with IT office and provide copy of repair receipt. Temporary laptop loan is for a maximum period of 10 school days. Extensions to loan periods may be negotiated upon confirmation of repair period.

Purchasing Devices

Mickleham Secondary College has special arrangements with [Learning with Technologies](#), an online computer store that offers discounted prices for the lease or purchase of notebooks and laptops.

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

Device Specifications

Parents/carers are able to provide students with a device that suits their financial constraints, preferred learning style and chosen platform. However, Mickleham Secondary College has the right to maintain a **minimum specification** that all devices must meet. The school will publish the annual minimum specification requirement on the school website. All devices used as a part of the BYOD program must meet this minimum specification in the year students enter the BYOD program. Mickleham Secondary College reserves the right to refuse the use of any device it believes to be incapable of operating the EduSTAR software and third party applications, interacting with the school network, or servicing the educational requirements of the college teaching and learning program.

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
 - meets the minimum specifications listed on the school website
- For example in 2023:

Windows

- Intel Core i5 CPU
- 8GB RAM
- 256GB+ SSD
- 13.3"+ screen
- Windows 10

Apple

- Retina display with True Tone
- 1.1GHz dual-core 10th-generation Intel Core i3 processor
- Turbo Boost up to 3.2GHz
- Intel Iris Plus Graphics
- 8GB of 3733MHz LPDDR4X memory
- 256GB of SSD storage
- Magic Keyboard
- Touch ID
- Force Touch trackpad

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 our IT support team.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Mickleham Secondary 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 Mickleham 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 safe, responsible and discerning users of digital technologies, including the Year 7 online Digital Technologies induction.
- 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 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 the I.T. support team 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 Mickleham Secondary College's Statement of Values and School Philosophy, 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), Mickleham Secondary College will institute a staged response, consistent with our Student Wellbeing and 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
- included in staff induction processes
- discussed at staff briefings/meetings as required
- discussed at parent information 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 the General Office upon request.



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