

# 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 Reception on 9842 2244.

## 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 East Doncaster 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 also follow our school's Acceptable Use Policy.

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

- [East Doncaster 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**

East Doncaster Secondary College aims to develop independent and interdependent, reflective, global learners who strive to improve in learning and achieve our best. This includes developing the confidence to take risks, trusting self and others, using initiative and being able to adapt to change or to emerging needs and trends. We value learning with and from others, developing teams of enquiring people, encouraging meaningful conversations and valuing the contributions of others. At the same time we want to be outward looking, searching for greater knowledge and inviting others to support us in establishing a culture of curiosity.

The 1 to 1 Digital Learning Program will support us to continue the provision of the highest quality education to our school community. The effective use of ICT helps to engage students in their learning and assists in individualising student programs. It also assists students in making connections with what they are learning and with the world outside of the classroom. Tools and processes for effective communication, collaboration and creating collective meaning between teachers, students, parents and the school community is additionally enhanced through our 1 to 1 program. Improved access to computers will provide a platform for deeper understanding of concepts and information for all students at all times. It will give teachers consistent access to tasks that are whole world, big picture, instantly.

East Doncaster Secondary College continues its whole school 1 to 1 digital learning program. That is, one learning device for each individual student. The College supports a range of devices that support our minimum requirements, including Windows and macOS devices.

### **Personal Devices at East Doncaster Secondary College**

East Doncaster Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of iPads, tablets and notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. East Doncaster Secondary 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
- meets the required hardware and software specifications

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 the College.

## **Digital Learning Program**

### **Program options**

1. Purchase a Windows Laptop or Apple MacBook. It is mandatory that the device meets the EDSC requirements (Attachment B).
2. Bring a Windows Laptop or Apple MacBook. It is mandatory that the device meets the EDSC requirements (Attachment B). Required accessories
3. A device bag or slipcase that protects the computer from damage caused by dropping
4. Choose the option that best suits your needs.

### **Attachment A: Provided support**

1. Required Software will be available for download and Install
2. Software and Configuration support will be provided on a best effort basis.
3. Students will retain full right to the computer, allowing for the installation of additional
4. peripherals and software.
5. Warranty claims will be managed by parent/student.
6. Hardware repair not available on-site/campus (except purchases from the JB Hi-Fi Solutions portal for Lenovo and HP).
7. Insurance claims will be managed by parent/student.

## Required hardware specifications

Parent or student selected devices are required to adhere to the following guidelines:

- **Device Type:** Laptop, notebook, or tablet capable of supporting Microsoft Windows 11, Windows 10 or macOS.
- **Device Age:** A student will purchase a new device in Year 7. It is anticipated they will keep this until the end of Year 10 and purchase a new device for VCE. Devices over 4 years of age are likely to underperform, be unreliable and potentially impact student learning. If parents would like their child/children to use a single device for six years, students must ensure the device is kept in good working order and the battery must be replaceable and replaced at least once in that duration.
- **Storage:** Minimum 128GB. (Recommended: SSD/Flash Storage)
- **Screen Size:** 10.8" to 15.6" (Recommended: 11.6" – 13.3"). While permitted, 15" laptops are not recommended as they are unlikely to meet weight and battery life requirements.
- **Weight:** Under 2kg (Recommended: under 1.6kg)
- **Battery Life:** 6+ hours (During general use, not idle)
- **Input:** Physical Keyboard, attached or detachable
- **Display Ports:** HDMI
- **Other Ports:** 1x USB, 3.5mm Headphone Jack
- **Wireless Network:** Wi-Fi supporting wireless "N", "AC" or "AX" standard (Recommended: Intel Network Adaptor with "AX" support)
- **Operating System:** Microsoft Windows 11, Microsoft Windows 10 64Bit (English Language Only) or Apple macOS 11, 10.15 (English Language Only)
- **Language:** English Language Only
  
- **Devices that do not meet these requirements are not supported for use at East Doncaster Secondary College.**
- **Be sure to seek advice before making a purchase.**
- **Gaming laptops are not recommended.**
- **Windows 10 S Mode is not supported.**

### **Mandate for VCE creative arts subjects (including VCE Studio Arts, VCE Visual Communications and Design, VCE Media)**

1. Device Type: Laptop, notebook capable of supporting Microsoft Windows 11, Windows 10 or macOS.
2. Processor intel i5 or equivalent
3. Memory: 8Gb minimum (Recommended: 16Gb)
4. Storage: Minimum 256GB SSD/Flash Storage (Recommended: 512Gb)
5. Screen Size: 12" to 15.6"
6. Dedicated graphics card recommended
7. Weight: Under 2kg (Recommended: under 1.6kg)
8. Battery Life: 6+ hours (During general use, not idle)
9. Input: Physical Keyboard/mouse, attached or detachable
10. Display Ports: HDMI
11. Other Ports: 1x USB, 3.5mm Headphone Jack
12. Wireless Network: Wi-Fi supporting wireless "N", "AC" or "AX" standard (Recommended: Intel Network Adaptor with "AX" support)
13. Operating System: Microsoft Windows 11, Microsoft Windows 10 64Bit (English Language Only) or Apple macOS 11, 10.15 (English Language Only)
14. Accessories: Headphones, multiport USB hub for devices with USB-C (which includes SD card reader and USB-A).

### **Mandate for VCE Information Technology (IT) subjects**

1. Device Type: Laptop, notebook capable of supporting Microsoft Windows 11, Windows 10, Apple devices are not recommended
2. Processor intel i5 or equivalent
3. Memory 8Gb minimum (Recommended: 16Gb)
4. Storage: Minimum 256GB SSD/Flash Storage (Recommended: 512Gb)
5. Screen Size: 10.8" to 15.6" (Recommended: 11.6" – 13.3")
6. Weight: Under 2kg (Recommended: under 1.6kg)
7. Battery Life: 6+ hours (During general use, not idle)
8. Input: Physical Keyboard/mouse, attached or detachable
9. Display Ports: HDMI
10. Other Ports: 1x USB, 3.5mm Headphone Jack
11. Wireless Network: Wi-Fi supporting wireless "N", "AC" or "AX" standard (Recommended: Intel Network Adaptor with "AX" support)
12. Operating System: Microsoft Windows 11, Microsoft Windows 10 64Bit (English Language Only) or Apple macOS 11, 10.15 (English Language Only)
13. Language: English Language Only

### **Mandate for Music subjects**

1. Device Type: Laptop, notebook capable of supporting Microsoft Windows 11, Windows 10 or macOS.
2. Processor intel i5 or equivalent
3. Memory: 8Gb minimum (Recommended: 16Gb)

4. Storage: Minimum 256GB SSD/Flash Storage (Recommended: 512Gb)
5. Screen Size: 12" to 15.6"
6. Dedicated graphics card recommended
7. Weight: Under 2kg (Recommended: under 1.6kg)
8. Battery Life : 6+ hours (During general use, not idle)
9. Input: Physical Keyboard/mouse, attached or detachable
10. Display Ports: HDMI
11. Required Ports : at least 1x USB-A (normal USB), 3.5mm Headphone Jack
12. Wireless Network: Wi-Fi supporting wireless "N", "AC" or "AX" standard (Recommended: Intel Network Adaptor with "AX" support)
13. Operating System: Microsoft Windows 11, Microsoft Windows 10 64Bit (English Language Only) or Apple macOS 11, 10.15 (English Language Only)
14. Accessories required:
  - a. Headphones
  - b. Sound Splitter - 3.5mm Stereo Audio To 2X 3.5mm Stereo Audio Splitter
  - c. USB-C to USB-A dongle for music keyboards (required for MacBooks)

#### **Minimum Required Software (Available for Download)**

- **Office Suite:** Microsoft Office 2016/O365 (provided by EDSC)
- **Anti-Virus:** Windows Defender (provided by EDSC)
- **Adobe:** Adobe CC 2021 (provided by EDSC)
- **Web Browser:** Google Chrome
- **PDF Reader:** Adobe Acrobat Reader DC

\*Additional requirements will be determined by chosen subjects/electives and communicated by teaching staff.

Refer to the 1-1 Digital Learning Program Timeline for information on device enrolment and software installation.

Further details and program updates will be posted on Compass School Manager: <https://edsc-vic.compass.education/>

#### **Warranty/Insurance Recommendations**

- Additional 2-3 Years Warranty/Insurance recommended if available

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

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At East Doncaster 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 East Doncaster 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 [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 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 [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.

### **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 East Doncaster Secondary 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), East Doncaster 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 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/manual
- Included in the school newsletter
- Made available in hard copy from school administration upon request

<b>POLICY REVIEW AND APPROVAL</b> Policy last reviewed	June 2022
Consultation	School Council – 22 June 2022 School Community – 24 newsletter and website
Approved by	John Roberts, Principal
Next scheduled review date	June 2024

### **ANNEXURE A: ACCEPTABLE USE AGREEMENT**

**Acceptable Use Agreement is completed online via Compass**