



Fountain Gate Secondary College

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



Help for non-English speakers

If you need help to understand the information in this policy please contact [insert school contact details].

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
- (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 Fountain Gate 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:

- Fountain Gate 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.

IMPLEMENTATION



Fountain Gate Secondary College

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

Fountain Gate 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 Fountain Gate Secondary College

Fountain Gate Secondary College operates a Bring Your Own Device (BYOD) program. Classes at our school are delivered with the use of tablets/notebook computers.

Parents/carers are invited to purchase or lease a device for their child to bring to school. Fountain Gate Secondary College has made special arrangements with [i.e. AppleDirect] who offer discounted prices for the lease or purchase of devices for our students. Fountain Gate 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
- has at least XX GB of storage
- operates on OS version XXX or later

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 [insert name, number].



Fountain Gate Secondary College

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

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Fountain Gate 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 Fountain Gate 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
- 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.



Fountain Gate Secondary College

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

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 an Art Gallery Blog for students to showcase their artwork, 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 the school 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 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 Fountain Gate 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), Fountain Gate 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 <https://www.fountaingatesc.vic.edu.au/>



Fountain Gate Secondary College

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

- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in student diaries so that it is easily accessible to parents, carers and students
- 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

EVALUATION

Policy last reviewed	October 2021
Approved by	School Council
Next scheduled review date	October 2023

BRING YOUR OWN DEVICE (BYOD) USAGE AGREEMENT



FOUNTAIN GATE
SECONDARY COLLEGE

BACKGROUND:

Fountain Gate Secondary College believes that digital technologies can provide significant benefits to students' educational opportunities. Furthermore, the teaching of cybersafe and responsible online behaviour is essential to the lives of students and is best taught in partnership between home and school.

The goal of this policy is to ensure that students use school-based technology safely and responsibly. Further details are available in the 'BYOD Program - Information for Parents and Students' booklet (the "Information Booklet").

BRING YOUR OWN DEVICE ('BYOD'):

Selected year levels participate in our school's Bring Your Own Device (BYOD) program. As part of the program, all students in these year levels are expected to:

- Bring an acceptable device (which meets the minimum specifications as outlined in the information booklet) to every class, unless instructed otherwise by a teacher.
- Ensure their device is working correctly.
- Ensure their device is charged every day, and has sufficient battery power to work in all classes.
- Ensure their device does not contain any inappropriate or offensive content, or any content which they would not be comfortable for a teacher or parent to see. Students are expected to show any content on their device to teachers if requested.
- Only use their device for school-related educational purposes while at school.
- Only use their device under the supervision of a teacher (Year 11 and 12 students may use their device at any time in the VCE Study Centre or VCE Courtyard).
- Keep their device securely locked in their locker when not in use.
- Take full responsibility for the safety and security of their device at all times.
- Use their device in accordance with the 'Using Technology' section of this policy (see below).
- Fulfil the other expectations of students outlined in the Information Booklet.

Approved BYOD devices are exempt from the school's 'Mobile Phones & Electronic Devices Policy'. Other devices (mobile phones, iPods, electronic games, etc.) are not to be used at school except where teachers direct students to use them for educational purposes in accordance with the 'Mobile Phones & Electronic Devices Policy'.

The school does not take any responsibility for the loss or damage of any personal item, including electronic devices (computers, phones, etc.).

USING TECHNOLOGY:

They will use their device to access electronic resources (including the internet) at school. Parents/carers should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

If a student does not follow this agreement, or fulfil their obligations as explained in the Information Booklet, they will receive consequences under school's 'Code of Cooperation'. In cases where the student has been responsible for

damage to technology owned by the school or another student, the student or their parents may be asked to pay for the damage to be repaired. Some online activities are illegal and may be reported to police.

While at school, students must:

- Fulfil their obligations under this policy and the BYOD Information Booklet.
- Only use technology for school-related educational purposes while at school.
- Not download, display, save, print or transmit and inappropriate or offensive material (e.g. obscene language, pornographic, violent or racist material). If such content is accidentally accessed, students must leave the site immediately and notify a teacher.
- Not bring inappropriate or offensive digital content to school.
- Follow all teacher directions regarding the use of technology.
- Only taking photos, sound or video recordings, of people when they have received that person's consent and it is under the direction of a teacher.
- Not use the internet for gambling, advertising or personal financial gain.
- Keep their password safe, by never revealing it to anyone except a teacher or IT Technician.
- Respect others and communicate with them in a supportive manner; never writing or participating in online bullying.
- Protect the privacy of others by never posting or forwarding their personal details or images without their consent.
- Handle technology with care and notify a teacher if any of the school's technology is damaged or requires attention.
- Abide by copyright and intellectual property regulations.
- Never interfere with network systems and security, access the data of another user, or attempt to log into the network with a user name or password that is not their own.
- Not attempt to download or install unauthorised software (including games) onto school-owned devices.
- Not use online 'chat' facilities or social networking websites, except under the direction of a teacher.
- Not deliberately damage hardware or make changes to the configuration of a computer.
- Not use any internet connection other than the connection provided by the school.

By signing this agreement, the student agrees to abide by this policy, and the details outlined in the BYOD Information Booklet.

Student Name: _____

Student Signature: _____

Date: _____

By signing this agreement, the parent/carer agrees to support the school in ensuring their son/daughter abides by this policy.

Parent/Carer Name: _____

Parent/Carer Signature: _____

Date: _____