Collingwood College

Digital Learning Policy

(Internet, Social Media & Digital Devices)

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Review By: Claire Gibson



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
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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 a high level of access provided through a mix of school equipment; and from 7-12 a school notebook program (managed BYOD) and open BYOD.
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.

The ICT delivered at Collingwood College has a very wide user group with some quite specific needs in almost every case.

Scope

This policy applies to all employees and students including visiting students enrolled in programs at Collingwood College, when they engage in digital activity in the following circumstances:

- While performing work for the organisation, regardless of where it is performed
- When using the organisation's IT systems or equipment even if for personal use
- When conveying information about the organisation or a stakeholder

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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 and students 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:

- Collingwood 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.

Digital technologies include, but are not limited to:

- Computer systems and applications such as email, and the internet
- School networks
- Electronic storage devices, including USB and portable hard drives
- Mobile devices such as mobile phones, tablet devices, smart watches, and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp4 players and related software
- Fax, printing and copying machines

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Policy Implementation

Background

Collingwood is a Prep-12 school. As such we are in a unique position to be able to provide for students throughout their entire learning journey. The college also provides a rich Victorian certificate of education (VCE) program shared with Fitzroy High School. Collingwood is also a VET course provider for children from across Melbourne, caters for a passionate Steiner community and assists teens through Operation New Start and Collingwood Alternative School located on Stanley Street.

Vision for digital technology at our school

Collingwood College understands that digital technologies, including the internet, applications, software, computers, and tablets, provide students with rich opportunities to support learning and development in a range of ways. The use of Information Communications technologies (ICT) is fundamental to almost every aspect of life and is an integral part of the learning process throughout a child's progression at Collingwood.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. 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.

The College believes that the use of digital technologies allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our vision is to educate and empower students to safely use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Teachers will be continually inspired and equipped with modern tools and skills required to facilitate learning through interaction, problem solving, immersion and demonstration using appropriate technology to enhance the learning experience. This is driven by a desire to prepare students with a diverse range of skills that are widely applicable to their roles within the community upon completion of their tuition at Collingwood College.

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Bring Your Own Device Laptop Program BYOD

Providing students with the skills and knowledge to thrive in the 21st century is a priority at Collingwood College. We believe that the digital technologies curriculum is best taught in an integrated and seamless way across the whole breadth of the curriculum. An integral enabler of this philosophy is instant access to reliable digital devices.

At Collingwood College, parents and guardians have two options available for student notebook provision: the School-Managed BYOD program and the Self-Managed BYOD program. The school will provide access to curriculum software and access to the College's wireless network for both programs. Students are expected to bring their own computing device with them every day, and it is their responsibility to ensure that it is charged and ready to be used in class.

Collingwood College wants to ensure that ALL students have access to a device for 2023 and beyond but are mindful that this may be a difficult decision/commitment to make. This is front of mind, and after much research and consultation, we put forward the following carefully considered alternatives for our BYOD program for the Year 2023.

OPTION 1: SCHOOL-MANAGED BYOD PROGRAM (7-12)

What is the school-Managed BYOD program?

Collingwood College has chosen Learning with Technologies (LWT) as our managed BYOD partner. The school selects device offerings across several price points that meet our requirements and reviews the devices offered year-by-year. Device offerings are selected with durability in mind and include an option to buy additional warranty and insurance for peace of mind.

How does it work?

Parents and guardians purchase or finance the devices via the LWT portal. Devices will be delivered directly to the school configuration. The device is then pre-

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configured to the standard operating system, which includes the College's 'image' which incorporates all DET-provided additional software.

To purchase or finance a device via LWT visit https://collingwood.orderportal.com.au

There will be a range of notebooks to choose from, all chosen by the school and suitable for school activities at Collingwood College, at different budget points.

OPTION 2: SELF-MANAGED BYOD PROGRAM (7-12)

What is the Self-Managed BYOD program?

Parents and guardians can choose to source a device outside of the College's managed BYOD program. Parents and guardians can purchase a new device, or bring a new device from home, so long as the device meets the minimum specifications set out below. A device that does not meet the minimum requirements may not be compatible with our software or network, which could impair your childs learning.

Minimum specifications:

Before purchasing, it is important to ensure the device will meet all minimum specifications. The following list includes Collingwood College's requirements for devices.

HARDWARE SPECIFICATIONS	
Screen size:	Minimum 9.7-inch screen size
Operating System Windows	Must have Windows 10, or later, for any PC device
Operating System Apple	MacOS X (MacBooks) 14.6 (Catalina) or later iOS (iPads) 14.6 or later
Age	No device more than 4 years old
Battery Life	The battery must have an advertised life of 5+ hours. Students should not have to, and will not be permitted to, plug the charger in during the class time. If this is not the case, it is recommended that a new battery be purchased for the device.

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Hardware	Must have a keyboard (bluetooth keyboards acceptable). Must have compatible headphones.
Internet Browser	Must be able to support Chrome browser

The following are not requirements of the Bring Your Own Device program, but should be considered:

ADDITIONAL CONSIDERATIONS	
HIGHLY RECOMMENDED	Maximum Weight: 2kg Minimum RAM (Laptops): 8GB Minimum Disk Configuration (Laptops): 256GB and a solid-state drive (SSD) is recommended Minimum Apple iDevice/Android Storage: 32GB Maximum Device Age: 3 years Devices will be carried to and from school and between classes so there is potential for accidental damage to occur, consider purchasing accidental damage insurance when you purchase your device to make sure you are covered if an accident happens. Laptop/Tablet Case
Software for School	Collingwood College will provide software required i.e Microsoft Office and applications required as part of the curriculum.
Protection	PCs and MACs must have up to date antivirus at all times. Windows 10 Laptops should be running Windows defender (recommended) or any other form of antivirus.
Accidental Loss and Breakage Insurance	Check with the home insurance provider to see if the device can be covered under contents insurance.

WHAT SUPPORT DOES COLLINGWOOD COLLEGE OFFER?

As part of the BYOD Program, Collingwood College will provide technical support to help students with:

- connecting to the College's network and internet.

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- basic, as determined by Collingwood College school technician, software and hardware issues and installing applications.
- All other technical support, warranty issues, and insurance matters will need to be managed by parents / carers.

Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The College accepts no responsibility for damage or loss of the device or any accessories.

Please note that the College does not have insurance to cover accidental damage to students' laptops, and parents/carers are encouraged to consider obtaining their own insurance for their child's laptop.

The school has in place arrangements to support families who may be experiencing long or short-temm hardship to access laptops for schoolwork.

MANAGING SCREEN TIME

When using digital devices both at school and at home, managing screen time can be a concern for parents/carers. In 2023, teachers at Collingwood College will be provided with a set of guidelines to ensure that the use of digital devices in the classroom is consistent and evidence-based. Outside of school hours, most antivirus software provides family control options which may be a useful tool for parents/carers. We recommend seeking advice from your antivirus provider for more information. For iOS and Mac devices, Screen Time provides family control options. See additional links below.

https://www.kaspersky.com.au/safe
https://au.norton.com (windows)
https://support.apple.com/en-au/HT208982 (screentime for Macs)"

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Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Collingwood College, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Collingwood College, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- 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 promoting safe, responsible and discerning use of digital technologies, including a specific digital education class at year 7
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement and Wellbeing Policy* that outlines our college values and expected student behaviour, including online behaviours
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at 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 to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation

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- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

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 Collingwood College *Vision and 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), Collingwood College will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines.*

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

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- 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 through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced at least annually in the school newsletter
- Discussed at student forums
- Made available in hard copy from school administration upon request

Further Information and Resources

Related School Policies/Documents:

This policy should be read in conjunction with the following school policies:

- Bullying Prevention Policy
- Duty of Care Policy
- Inclusion and Diversity Policy
- Statement of Values and School Philosophy
- Student Wellbeing and Engagement Policy
- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL):

- Digital Learning in Schools
- Social Media Use to Support Student Learning

Policy Review and Approval

This policy will be reviewed every 2 years, or earlier as required following breaches of this policy and/or an incident relating to internet use or cyberbullying.

Policy last reviewed	August 2022
Approved by	Principal
Consultation (Mandated for BYOD)	School staff/School Council August 2022
Next scheduled review date	August 2024

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