Camperdown College
Digital Learning Policy

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, including our 1-to-1 school laptop program

(b) expected student behaviour when using digital technologies

(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) the various Department policies on digital learning and our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE
This policy applies to all students and staff at Camperdown 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:

- Camperdown 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
Vision for digital learning at our school
The use of digital technologies is a mandated component of the Victorian Curriculum from Prep to Year 10. In addition, Camperdown 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 Camperdown College

Camperdown College operates a 1-1 school laptop program for students in Years 3 to 12 and provides additional devices for learning purposes including desktop computers, ipads (class sets) and smartphones (class set).
Each Year 3 – 12 student is provided with a designated laptop for use at school. Students' laptops must remain charging on the designated laptop trolley when not in use and are not available for personal use during recess or lunchtime. Use of the laptop is temporarily suspended if a student does not return the laptop to the charging trolley, does not take reasonable care of their laptop, or does not comply with the Digital Learning Policy.
Parents are encouraged to make an annual voluntary parent contribution to enable the school to provide, maintain and upgrade laptops for student use and meet the aims of the school's Digital Learning Policy.

Safe and appropriate use of digital technologies
Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Camperdown 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 Camperdown College, we:

- use online sites and digital tools that support students' learning
- use digital technologies in the classroom for specific purposes with targeted educational or developmental aims
- supervise and support students using digital technologies for their schoolwork
- effectively and responsively address issues or incidents that have the potential to impact on student wellbeing
- through the curriculum and additional digital safety activities, educate our students to be safe, responsible and discerning users of digital technologies
- actively educate and remind students our school 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
- provide a filtered internet service at school to block access to inappropriate content
- support parents and carers to understand the safe and responsible use of digital technologies and the strategies that can be implemented at home through newsletter updates and information sessions
- refer suspected illegal online acts to the relevant law enforcement authority for investigation.

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 Assistant Principal, class teacher (primary) or Year Level Coordinator (secondary), immediately.

Student activity on their school laptop and the school network is monitored and a student's browser history can be accessed if required. 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 sender consent.

Social media use

Consistent with the Camperdown College Child Safety Code of Conduct, staff will not communicate directly with a student through personal or private contact channels (including by phone, social media, personal email, instant messaging, texting etc) unless in a manner that is required by and consistent with the school's Wellbeing Team protocols and approved by principal class, or required by and consistent with a legitimate third party's protocols (for example staff member who coaches student for sport outside of school) and approved by principal class.

Consistent 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 Camperdown College's Bullying and Harassment Policy, and Student Mental Health, Inclusion and Engagement 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), Camperdown 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 laptop, network, email, internet and/or printing privileges
- parent contact
- restorative practices
- other consequences as outlined in the afore-mentioned policies.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website and made available in hard copy from school office upon request
- Included in staff and student induction processes
- Discussed at staff meetings, parent sessions and student forums as required

This policy was ratified by School Council in March 2022 and will be reviewed as part of the three year policy review cycle.

APPENDIX: ACCEPTABLE USE AGREEMENTS – JUNIOR AND SENIOR CAMPUS