

DIGITAL LEARNING

(INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

Policy Writer	JARM
Policy Last Reviewed	March 2023
Approved by	School Council
Consultation	School Council
Next Scheduled Review Date	March 2025

PURPOSE

The purpose of this policy is to ensure the proper access and usage of personal and School digital technologies by the staff and students of John Monash Science School.

Users have the responsibility to use digital technologies in an efficient, effective, ethical and lawful manner. Accessing such technologies at John Monash Science School shows the user's agreement to be bound by this policy.

This policy aims to ensure that all staff, 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 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 technologies
- (f) our school prioritises the safety of staff and students whilst they are using digital technologies

SCOPE

This policy applies to all staff and students at John Monash Science School, whether guest, volunteer, temporarily or permanently enrolled.

Staff and students must adhere to our school's Acceptable Use Policy when using John Monash Science School ICT Services. Should there be any conflicts between the two policies, the Acceptable Use Policy takes precedence.

DEFINITIONS

For the purpose of this policy, “digital technologies” are defined as digital devices, tools, applications, platforms, and systems that staff and students use for learning; this includes Department-provided software and school sourced devices, tools and systems.

POLICY

Vision for digital learning at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

John Monash Science School strives to seamlessly integrate technologies into the way we learn. Through increased access to digital technologies, we believe students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative.

Our aim is to ensure that students are able to engage with interactive learning materials and that they create authentic responses through the live capture and editing of images, sound, video and the written word. Furthermore, we challenge them to create high quality responses that they will want to share with the world.

John Monash Science School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive as digital citizens. 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 John Monash Science School

Classes at John Monash Science School are delivered with the use of iPads/tablets/notebook computers. Students must bring a charged device to school each day to be used during class time for different learning activities.

Our school operates a Multi-Device Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day.

A multi-device solution provides the most flexibility for learning at John Monash Science School. A laptop allows students to utilise some software provided by the Department of Education and Training while a smartphone or tablet provides students with high levels of flexibility, creativity and mobility when learning. The combined screen real estate of a tablet or smartphone and laptop increases the digital desktop available to students and allows them to work more effectively. Different workflows and activities are made possible as a result of students having both devices.

Students are required to have their own device that must meet School and Class requirements. More information about the BYOD Program can be found on the Multi-Device Program Site or on the School website.

John Monash Science School does not provide 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 are responsible for protecting their devices and the equipment of others, and may be held responsible for compensating others should they cause negligence damages.

Spare devices are available for temporary loan from eServices should students require them if:

- The School ICT Voluntary Payment has been made AND
- Their regular device has been left at home OR
- They are awaiting repair or replacement of their device

John Monash Science School has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Staff are required to use the devices provided by the School for conducting their duties. Staff may use personal supplemental devices (eg. Tablets, Phones, Watches) to assist them, however, such devices must not be student facing (not shown to students or screen shared), or be accessible by students. Additionally, secondary devices must have a locking mechanism enabled (pin, password, etc).

Mobile Phone Use

It is possible for a student to elect a smartphone as their secondary device. However, Student personal mobile phones must not be used at John Monash Science School during school hours, including lunchtime and recess, unless an exception has been made, whether a personal exemption or class-wide exemption.

All conditions and exceptions for the use of Mobile Phones can be found in the JMSS Mobile Phone Policy.

Cyberbullying

Students at John Monash Science School have a right to work in a secure environment where they are able to fully participate in the school's educational programs where they can develop their talents, interests and ambitions.

Staff and students are expected to demonstrate respect for the rights of others, and ensure they help to create a safe learning environment for all members of the school community. Bullying and Cyberbullying will not be tolerated at any level, all incidents will be reported and dealt with as per the JMSS Student Empowerment Policy and Procedures, relevant Child Safe Policies, and the JMSS Bullying and Harassment Policy and Procedures.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At John Monash Science School, we are committed to educating all staff and students to use digital technologies safely, in ways that respect the dignity of ourselves and others, and with procedures and practices in place to foster a healthy and education focused digital culture.

At John Monash Science School, 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
- 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 Policy 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
- 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 agreed to the JMSS Acceptable Use Policy.

It is the responsibility of all staff and 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 eServices 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.

The John Monash Science School community believes deeply in supporting personal use of technologies, free speech and the personalisation of learning; given our role in offering access to information services and our presence as a part of the extended educational community.

By posting content to any blog or social space, staff and students agree to be fully responsible for the material they post, upload, input or submit. Staff and students may not use the John Monash Science School name to endorse or promote any product, service, opinion, cause or political candidate. Representation of staff or students' personal opinions as institutionally endorsed by John Monash Science School or any of its staff is strictly prohibited.

Staff and students and other users must not post anything that is inappropriate, offensive or illegal, or at odds with our School's policies or values.

When engaging with Social Media, it is expected that staff and students will strive to:

- **Think before you post:** Use sound judgement and think about reactions to your post before you post it. Avoid posting in the heat of the moment, especially in a discussion list that is escalating
- **Respect your audience:** Avoid negative personal comments or inflammatory subjects
- **Have productive conversations:** While it is ok to offer criticism, such criticism should be constructive and never mean-spirited
- **Protect staff and student information:** Protect John Monash Science School's and our staff and student's confidential information

Behavioural expectations

When using digital technologies, staff and students are expected to behave in a way that is consistent with John Monash Science School's Staff / Student Code of Practice, Student Empowerment Policy and Procedures, and Bullying and Harassment policies.

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), John Monash Science School will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by staff or 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
- other consequences as outlined in the school's Bullying and Harassment policies.

COMMUNICATION

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

- Available publicly on our school's website
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request