

DROMANA SECONDARY COLLEGE DIGITAL LEARNING (Internet, Social Media and Digital Services), IN SCHOOL POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805

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 Dromana 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](#).
- Dromana College ICT acceptable Use Policy

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

- Dromana College 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

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.

Dromana 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 Dromana College

At Dromana College Parents have the choice of BYOD (Bring your Own Device) or placing an order with Edunet via the College Laptop Purchase Portal.

Devices purchased from Edunet have full on-site software and hardware service and support.

The College supports Windows and Mac Devices meeting the below outlined Specifications.

Please note, Chromebooks are not a supported device.

Device Specifications for 2023

Our **recommended** specifications are designed to provide a 3 year useable lifespan and experience to students.

Our **minimum** specifications will be sufficient for 2023 but will be unable to provide students with an acceptable experience in further years.

RECOMMENDED (Windows):

Intel or AMD CPU with at least 4 cores
8GB System RAM
256GB storage (SSD)
11, 13 or 14inch screen
Windows 10 (version 21H2)

MINIMUM (Windows):

Intel or AMD CPU with at least 4 cores
4GB System RAM
128GB storage (SSD)
11inch screen
Windows 10 (version 20H2)

RECOMMENDED (Mac):

Apple M1
8GB System RAM
256GB Storage
MacOS 12 or newer

MINIMUM (Mac):

Either Intel i5 or Apple M1
4GB System RAM
128GB Storage
MacOS 11 or newer

HOW TO PURCHASE

The Edunet Technology Portal is now open!

All purchases will be delivered to the College for setup and distribution to Students.

Website: <https://dromanacollege.technologyportal.com.au>

Access Code: DC2023J

Collection Day: 25th January 2023

SCHOOL OFFERED DEVICES FOR 2023**Lenovo 500w Gen3**

An entry level device that is capable of all education duties.

Lenovo 13w Yoga

A value for money powerhouse laptop for those wanting a higher performance experience.

Lenovo ThinkPad L13 Yoga Gen3

A premium laptop available in two specifications. This laptop is for those wanting the highest performance for demanding subjects such as VCE Media.

Apple MacBook Air 13inch

The entry level MacBook is both lightweight and portable. As a bonus it is faster than ever thanks to Apples M2 processor.

[All Device Specifications](#)**IT SERVICES**

The College IT Technicians can provide support for software related issues (viruses, problematic software) to all devices.

Support for hardware issues can only be provided to devices purchased via the College partner Edunet. College technicians will diagnose devices and request required repairs from Edunet.

BYO devices will need to be taken back to the manufacturer or place of purchase for

The College Technicians cannot fix any hardware related issues, they need to be logged with the manufacturer.

There is no need to purchase Microsoft Office, students are provided a license with their School accounts.

WARRANTY AND INSURANCE BUNDLES

All laptops purchased from our partner eduNet come with 3 years of Warranty that covers your device in the event of a failure or manufacturing defect.

Optionally, 3 years of insurance can be added at time of purchase. The optional insurance policy covers your device for a variety of events including liquid damage, accidental physical damage, and loss/theft. Pricing of this insurance package is comparable to the repair of 1 damaged screen. You can make claims up to twice the value of the device per year.

For full details of Insurance coverage please see the below document from the insurer iBroker.

<https://www.ibroker.net.au/images/documents/Summary-of-Cover.pdf>

ACCESSORIES PORTAL

Purchasing accessories for your device is also available through Dromana College. Students misplace their charger, bag or any other accessory, the school has signed up for the EduNET Accessories Portal to be available for parents and students to order a replacement. It will be delivered to the school and a text message can be arranged once delivery has been complete. Alternatively, you can personally visit the I.T Operations Team at the school.

<http://accessories.edunet.com.au>

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 by telephoning 03 5987 2805.

Safe and appropriate use of digital technologies

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

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.

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 Dromana Colleges' 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), Dromana 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:
- Available of the College Software Program: Compass (Community)
- 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
- Discussed at student forums/through communication tools

- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

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| Policy last reviewed | October 2022 |
| Consultation | Dromana College Council |
| Approved by | Principal and School Council |
| Next scheduled review date | October 2023 |