



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

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Location

All Coburg High School policies are located under the 'community tab' on Compass, sub-section 'School Documentation' and then 'Policies'.

Language Opportunities



If you require this document to be translated into another language, please contact:

info@coburg.vic.edu.au

Se si richiede che questo documento sia tradotto in un'altra lingua, si prega di contattare:

info@coburg.vic.gov.au

Εάν ζητήσετε να μεταφραστεί αυτό το έγγραφο σε άλλη γλώσσα, επικοινωνήστε με την ηλεκτρονική διεύθυνση info@coburg.vic.edu.au

यदि आपको इस दस्तावेज़ को किसी अन्य भाषा में अनुवादित करने की आवश्यकता है, तो कृपया संपर्क करें:

info@coburg.vic.edu.au

اگر شما نیاز دارید که این سند به زبان دیگری ترجمه شود ، لطفاً با این آدرس تماس بگیرید: info@coburg.vic.edu.au

หากคุณต้องการแปลเอกสารนี้เป็นภาษาอื่นกรุณาติดต่อ: info@coburg.vic.edu.au

إذا كنت تريد ترجمة هذا المستند إلى لغة أخرى ، فيرجى الاتصال بـ: info@coburg.vic.edu.au

Purpose

Coburg High School believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught and learned in partnership between home and school. This policy outlines the opportunities and expected behaviours for all staff, teachers and parent/carers when interacting, collaborating and communicating via digital platforms.

Objective

- Provide an overarching set of expectations and behaviours when students are learning online via digital platforms
- All parties are aware of the acceptable use agreement when using the Internet and Macbook at Coburg high School

Scope

- This policy applies to all students and staff at Coburg High School
- 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 also follow our school's [Acceptable Use Agreement](#).
- Staff, volunteers and school councillors also need to adhere to codes of conduct relevant to their respective roles. These codes include:

[Coburg High School'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)

Definition

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

Coburg High School uses the internet and digital technologies as tools for teaching and learning and both are 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 and build valuable skills and knowledge to prepare students to thrive in our globalised and interconnected world.

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.

Coburg High 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

Coburg High School operates a Bring Your Own Device (BYOD) program and has been a successful MacBook school for a number of years, and, as an Apple Distinguished School and one of the first Victorian schools to pioneer curriculum-delivery through a one-to-one laptop program. We have extensive experience in providing high quality and engaging online curriculum for our students and all classes at our school are delivered with the use of Macbook computers.

Parents/carers can purchase the device from any supplier, although a JB Hi-Fi purchasing portal is available. For flexibility, both Apple Australia and most Apple Retailers provide hire purchase, lease or similar credit options for families, often with low rates of interest. We appreciate that families may sometimes experience financial difficulties in purchasing a device for their child. In these cases, the school may be able to provide a loan MacBook device for the sole use of the student during the times a device is required at school to support student learning throughout the day.

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 as chargers are not to be brought to school. If a laptop needs charging during the school day it can be brought to the library at the beginning of lunch
- Is brought to school in a protective case to avoid damage
- has at least 128 GB of storage
- is a current Apple MacBook Air (M1, 2020) or later

Students bring their MacBook devices to use at school at their own risk. Students are responsible for the upkeep and protection of their devices and it is recommended that families purchase AppleCare+ for the device, which will provide 3 years of warranty and accidental damage coverage for the device. This is akin to buying insurance on the MacBook, although other insurance policies may be explored and opted into. Any insurance enquiries should be addressed directly to the insurance provider.

Students will be primarily responsible for the care and maintenance of their own device. They are expected to use their student locker to securely store the device when not in use and the locker should be locked, as with the storage of any valuable property at school. Devices should be transported to and from school in their school back-pack. It is also recommended that a protective carry case is purchased for the device.

Coburg High School will not be responsible for:

- Devices that are broken/damaged while at school or during school-related activities;
- Devices that are lost or stolen at school or during school-related activities;
- Specific maintenance or upkeep of any device such as keeping it charged, installing updates or upgrades or installing school-licensed software.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact IT Support Request at help@coburg.vic.edu.au

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Coburg High School 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 Coburg High School, we:

- have programs and policies in place that outline the values of our school to educate our students to be safe, responsible and discerning users of digital technologies
- provide a filtered internet service for devices which meets and exceeds expected standard specifications from the Department of Education
- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy and citizenship skills, including educating them about online etiquette, privacy and digital footprints
- 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 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
- 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 such as Tech and Teens evening

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 relevant Student Support Team and IT staff, 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.

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.

Coburg High School has an Instagram and Facebook account where student images of events and student work is showcased to the community to celebrate the achievements of the school. Coburg High School communicates this via the [Photographing, Filming and Recording Students Policy](#) and parents/carers have the opportunity to opt out via the [no consent to photograph/film/record students form](#).

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 the school values outlined in the Student Wellbeing and Engagement Policy (see Compass). 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 inappropriate or unlawful content), Coburg High School 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 Bullying Prevention policies.

Communication

- This policy will be:
 - Made available publicly to our school community via the school website
 - Made available to the CHS parent/carer community on Compass under School Documentation.
 - discussed at staff meetings as required
 - Included in staff induction and child safety training processes
 - Discussed at parent sessions such as Tech and Teens evening
 - Included in transition and enrolment packs
 - Made available in hard copy from school administration upon request

Further Information and Resources

- Coburg High School's [Student Wellbeing and Engagement Policy](#)

Policy Review and Approval

Policy last reviewed	8 March 2024
Consultation	School Council (27 March 2024)
Approved by	Principal
Next scheduled review date	2026

Appendices: Acceptable Use Agreement

Student Acceptable Use Agreement for Coburg High School

Students are advised to keep this somewhere visible throughout their schooling (for example, in their study space)

When I use digital technology and the internet (including my MacBook, mobile phone or other mobile device), I agree to...	
<p>... be a safe, responsible, respectful and ethical online citizen.</p> <p>I will do this by:</p> <ul style="list-style-type: none"> • using the digital and mobile technologies at school with courtesy, care and respect • thinking critically about how I use content posted on the internet and respect the intellectual property of others • making sure my online communications are appropriate – I will not write or participate in online bullying (this includes forwarding messages or supporting others in harmful, inappropriate or hurtful online behaviour) and I will not use school IT equipment, devices or network to be mean, rude, offensive or to harass anyone while at school or any related activity—the same expectation applies when using ICT at any time (including social media) whether at school or not • having no involvement with making or sending viruses or other malicious software on purpose • making sure I understand the terms and conditions of websites and online communities and that content I upload or post is my digital footprint which I am responsible for • respect school network security settings, and leave changes to these to the technicians at school • caring for, and respecting school borrowed laptops, and obeying directives given for borrowed devices • being respectful with the photos I take or video I capture for learning and never using these as a tool for making someone else feel uncomfortable or unsafe 	<p>... use my device as a resource to support my learning and only use the device for educational purposes.</p> <p>I will do this by:</p> <ul style="list-style-type: none"> • taking full responsibility for the general upkeep and security of the device—this includes ensuring the device is charged and ready to use at the beginning of each school day • keeping my mobile phone in my locked locker during school hours, unless instructed by a teacher to use the phone for educational purposes • obtaining repairs or replacements at my own expense should any damage or theft occur at school, in the understanding that devices are brought to school at user's own risk with no responsibility taken by the school • following teachers' directions for use of the device • using the internet as a resource to support my learning at school • not downloading illegal or unauthorised programs, files or other materials • not using unauthorised programs, including games and torrent downloading programs, or social networking sites, at school, and not running them on school provided computers, unless directed to do so by a teacher • ethically abiding by copyright procedures and refraining from plagiarism or using AI technology for submission of work • only taking photos or recording sound or video when it is part of an approved lesson or learning experience
<p>... protect my own privacy, as well as the privacy of other students and staff</p> <p>I will do this by:</p> <ul style="list-style-type: none"> • not identifying, discussing, photographing or otherwise publishing personal information or personal opinions about school staff, fellow students or the school, even when outside the school • not giving out personal details including full names, phone numbers, addresses, images, usernames and passwords • using strong passwords; regularly updating software and enabling security features like Find My Mac • not revealing my password to anyone except the system administrator or the teacher • using only my own log-in credentials to access information on the school network • respecting the privacy of others and recognising that others usernames and passwords belong to them • never posting or forwarding private information about another person • obtaining permission from individuals involved before taking photos, recording sound or videoing them if required for an educational lesson. Written permission should be obtained before publishing or sharing photos, sound recordings or video recordings with other people through the use of email, the internet, or social networking sites 	<p>... report inappropriate, disrespectful or hurtful use of technology to a teacher</p> <p>I will do this by:</p> <ul style="list-style-type: none"> • alerting and reporting to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour • alerting a teacher straight away if I inadvertently come across inappropriate material, without showing any other students • alerting a teacher if I see someone accessing an account they shouldn't or using digital technologies inappropriately • understanding and accepting that the school has the right to check work or data on the school's computer network, email and internet to ensure student safety and appropriate behaviours.

**Please complete this form and return to the
General Office**



STUDENT: Acceptable Use Agreement for Coburg High School

This Acceptable Use Agreement applies at all times that students use the device for school based activities including school excursions, camps, sporting events and extra-curricular activities.

I have read this Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that if I do not follow these requirements and use technology responsibly that consequences may apply. Depending on the nature and severity of the inappropriate use or misbehaviour these could include:

- Additional compulsory digital education and awareness programs and counselling
- Suspension, revocation or renegotiation of access to the internet and digital technologies at school
- Parent involvement
- Loss of privileges
- Community service, detentions, suspensions or possible expulsion
- Reporting of severe incidences to relevant authorities

I understand that I am responsible for the device and that the school will not be liable for any devices damaged or stolen at school or on school-related activities.

Student Name:	Year Level:
Student Signature:	Date:

PARENT/CARER: Acceptable Use Agreement for Coburg High School

I have read this Acceptable Use Agreement and I understand and accept the agreement.

I acknowledge that the school will not be liable for any devices damaged or stolen at school or on school-related activities. I understand that the school strongly recommends obtaining insurance for the device in case of damage or theft.

I also understand that the school filters the network and restricts students' access to inappropriate websites but due to the nature of the internet, full protection can never be completely guaranteed.

I commit to actively monitoring my child's technology use at home and engaging them in discussion and education about digital citizenship to ensure their safety and wellbeing, as well as that of others. Websites like [eSafety Commissioner](http://www.esafety.gov.au) (www.esafety.gov.au) and [Bully Stoppers](http://www.vic.gov.au/bullying-information-parents) (www.vic.gov.au/bullying-information-parents) are great sources of information for parents.

In agreeing to take part in the BYOD MacBook program, I consent to having my child's device fixed or replaced at my own expense should there be any damage or theft at school, in the understanding that the devices are brought to the school at the owner's and user's risk.

Parent Name:	
Parent Signature:	Date: