

DIGITAL LEARNING POLICY (INTERNET, SOCIAL MEDIA & DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand this policy, please contact Tony Bellette at tony.bellette@education.vic.gov.au.

PURPOSE

To ensure that all members of Blackwood Special Schools Outdoor Education Centre (Blackwood) 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
- b. expected student behaviour when using digital technologies including the internet, social media, and the use of digital devices
- 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 Blackwood.

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

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE

1015 Greendale - Trentham Road,
Blackwood, Victoria 3458, Australia

Campus of Frankston Special Development School
Member of Residential Outdoor Schools Association (ROSA)

Post: Post Office, Blackwood, Victoria 3458, Australia

Phone: 03 5368 6768

Email: blackwood.specialschools.oec@education.vic.gov.au

Website: blackwoodssoec.vic.edu.au



- [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:

- Blackwood'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.

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.

Blackwood 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Blackwood, we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

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At Blackwood, 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
- 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

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.

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.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Blackwood's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

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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), Blackwood 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:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Approved by	Principal
Next scheduled review date	June 2025

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