

Digital Learning Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school 9387 6133 or brunswick.sc@education.vic.gov.au

Purpose

To ensure that all students and members of the Brunswick Secondary College (BSC) community understand:

- 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]
- expected behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- 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
- our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet
- the various Department policies on digital learning, including social media, that our school follows and implements

Scope

This policy applies to all students and staff at Brunswick Secondary 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.

The student acceptable use policy agreed to at the beginning of each year.

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

These codes include:

- Brunswick Secondary College's 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, software, 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.

Brunswick Secondary 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 Brunswick Secondary College

Classes at Brunswick Secondary College are delivered with the use of notebook computers. Students must bring a fully charged device to school each day to be used during class time for different learning activities.

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. Brunswick Secondary College has special arrangements with JB Hi-Fi that offers discounted prices for the lease or purchase of devices for Brunswick Secondary College students.

Students are required to have their own device that must:

- be brought to school in a protective case
- have at least 100 GB of storage
- operate on Windows 2010 as a minimum
- Be in a suitable condition to last for the duration of each school day
- Recommended to have 8gb of RAM

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.

Brunswick Secondary College has in place arrangements to support families who may be experiencing long or short-term hardship to access devices for schoolwork.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact either JB HiFi Education or Gus Dobricic (BSC contact) on 9387-6133.

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Brunswick Secondary 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 Brunswick Secondary College, we:

- Are a predominately Microsoft O365 Environment
- 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 and discerning users of digital technologies, including cybersafety and responsible use 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.
- Have strong connections between behavioural, curricular and digital programs including School Wide Positive Behaviour Initiatives and Respectful Relationships

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 their classroom teacher, year level coordinator or IT support staff member, 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.

Our school has established an Art Gallery Blog for students to showcase their artwork, where parents and peers can provide appropriate feedback and comments on the work undertaken in or relating to our art classes. Parents are welcome to contact the Art leader Cathie Cowcher if they have any questions or concerns about students participating in this forum.

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 Brunswick Secondary College's 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), Brunswick Secondary 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 on the school's Compass portal
- Available via permanent storage on Microsoft Teams/SharePoint
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Discussed at student forums/through communication tools
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School Leadership Team School Council Student Leadership Team
Approved by	Principal and School Council
Next scheduled review date	July 2023

ANNEXURE A: ACCEPTABLE USE AGREEMENT

- Follow all teacher instructions regarding the use and activities on the computers.
- Take great care with the computer resources of the school, including desks, chairs, computers, keyboards, mice, printers and cables. This means using all equipment properly and reporting any damage to my teacher immediately.
- Protect privacy for myself and other students by not giving out personal details such as names, telephone numbers, addresses and photographs, or adding these details to internet sites.
- Always follow the Brunswick Secondary College (BSC) student code of conduct when using computers and the internet. This includes only using appropriate language when talking to and working with others online and never participating in hate mail or other forms of bullying.
- Use the Internet at school for educational purposes only.
- Enter only appropriate websites, and not deliberately enter or remain in any site that has obscene language or inappropriate content (e.g., racism, violence, nudity, drugs or sexual discussion)
- Follow copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Not interfere with network security, the folders of another student or attempt to log into the network with a username or password of another student.
- Not reveal my password to anyone except the system administrator or classroom teachers.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Talk to my teacher or another adult if:
 - I need help online.
 - I feel that the welfare of other students at the school is being threatened by online activities.
 - I come across sites which are not suitable for our school.
 - Someone writes something I do not like or makes me, and my friends feel uncomfortable or asks me to provide information that I know is private.

I understand that the school system administrators have access to all students' files and mail.

I have read the Conditions for Computer and Internet Use Form carefully and understand the significance of the conditions and agree to follow these conditions.

I understand that any breach of these conditions will result in the Internet access privileges being suspended or revoked. More serious breaches can also result in detention, payment to replace damaged equipment, suspension or expulsion from Brunswick Secondary College.

- BSC Acceptable Use Policy - BRUNSWICK SECONDARY COLLEGE

ANNEXURE B: PHOTOGRAPHING, FILMING AND RECORDING POLICY

Purpose

To explain to parents/carers how Brunswick Secondary College will collect, use and disclose photographs, video and recordings of students, how parent/carer consent can be provided and how it can be withdrawn.

Scope

This policy applies to the general collection, use and disclosure of photographs, video and recordings ("images") of students. It does not cover the use of Closed Circuit Television (CCTV). The use of CCTV is covered in our school's CCTV policy.

Policy

This policy outlines the practices that Brunswick Secondary College has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014* (Vic). It also explains the circumstances in which Brunswick Secondary College will seek parent/carer consent and how consent can be provided and/or withdrawn.

As a general rule, use relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst disclosure is used for images which are shared and distributed outside of the school staff and are available to other students, parents/carers and the wider school community.

Brunswick Secondary College will ensure that parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example [insert as appropriate: classroom activities, sports events, concerts, excursions, camps etc]. We do this for many reasons including to [insert as appropriate for your school: eg to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on classroom blogs/apps/insert etc].

Brunswick Secondary College will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy. If at any time a parent/carer or student has a concern about the use of any images they should contact the principal.

In addition to the processes outlined below, parents/carers can contact [insert contact person and method of contact eg in writing by sending an email to xxx] at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

if the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn.

There may be occasions when the school will record whole of school or large group events [and make those recordings available to the school community through DVD sales etc], such as [insert as appropriate, eg the school concert, speech nights, sports events etc] and if your child participates, they may appear in these recordings which will be available to the whole school community.

The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

Official school photographs

Each year [amend as appropriate to your school] Brunswick Secondary College will arrange for a professional photographer to take official school photographs of students. This will generally involve both class photos and individual photos being taken.

Official school photographs may be:

- purchased by parents/carers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes

Brunswick Secondary College will notify parents/carers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/carers who choose to opt-out of having their child participate in official school photographs **must contact the school by telephone** before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent or carer to purchase any photographs taken.

Images for use and disclosure within the school community and ordinary school communications

From time to time Brunswick Secondary College may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents or school staff with passwords eg Compass, Microsoft Teams etc)
- for display in school classrooms, on noticeboards etc
- to support student's health and wellbeing

An annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

Images to be used or disclosed outside the school community

External use or disclosure by the school

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including:
on the school's website

- in the school newsletter (publicly available via the website)
- in Student Guides and Curriculum Handbooks (publicly available via the website)
- on the school's social media accounts
- any promotional materials e.g. International Student Program brochures/pamphlets, community boards or posters

The Annual Consent Form and Collection Notice covers these types of uses and will be distributed to parents/carers on enrolment and also at the beginning of every school year. We will notify you individually if we are considering using any images of your child for specific advertising or promotional purposes.

Media

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Brunswick Secondary College will:

- provide parents/carers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

Other external collection, use or disclosure

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Brunswick Secondary College will:

- provide parents/carers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/carer consent in writing.

School performances, sporting events and other school approved activities

Brunswick Secondary College permits parents/carers, students and invited guests to photograph, film or record school performances, sporting events and other school-approved activities.

Brunswick Secondary College requests that parents/carers, students and invited guests who photograph, film or record school activities only do so for their own personal use and do not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.

Neither the school nor the Department own or control any images of students taken by parents/carers, students or their invited guests at school activities.

Images to manage student behaviour or fulfil our school's legal obligations

On occasion it may be necessary for school staff to photograph, film or record students when necessary to fulfil legal obligations, including to:

- take reasonable steps to reduce the risk of reasonably foreseeable harm to students staff and visitors (duty of care)
- provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies

Brunswick Secondary College does not require or obtain consent from parents/carers or students to photograph, film or record students for these reasons. However, when Brunswick Secondary College photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

Further information and resources

- School Policy and Advisory Guide: [Photographing and Filming Students](#)

Review cycle and evaluation

This policy was last updated in June 2021 and should be reviewed every 3-4 years.