



# DIGITAL LEARNING POLICY

<b>Date</b>	May 2023	<b>Review Cycle</b>	2 Years	<b>Approved By</b>	Principal
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## INTERPRETER SERVICE

If you need help to understand the information in this policy please contact our college on 9741 1822 or [werribee.sc@education.vic.gov.au](mailto:werribee.sc@education.vic.gov.au) so interpreters may be arranged via VITS or local services.



## PURPOSE

The purpose of this policy is to ensure that all students and members of our school community are aware of:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school’s policies and procedures for Child Safe practices

Werribee Secondary College is committed to providing a safe, secure and stimulating learning environment for all students. We believe that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school’s values.

This policy applies to all school activities, including camps and excursions.

## CONTENTS

INTERPRETER SERVICE.....	1
PURPOSE .....	1
CONTENTS .....	1
COLLEGE MISSION AND VALUES .....	2
RELATED POLICIES .....	2
DEFINITIONS.....	2
POLICY STATEMENT .....	3
Use of Personal Devices.....	3
Acceptable Use of Generative Artificial Intelligence (AI).....	4
Acceptable Use of Social Media.....	4
STUDENT BEHAVIOURAL EXPECTATIONS.....	5
COMMUNICATION .....	6

## COLLEGE MISSION AND VALUES

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of **respect** and **responsibility**.

We **respect and are responsible** for embracing our identity and that of others; taking care of our local and global communities and valuing the right to learn.

### ***We respect and are responsible for our:***

#### **Learning**

*I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.*

#### **Identity**

*I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.*

#### **Community**

*I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.*

## RELATED POLICIES

This policy applies to all students and staff at Werribee 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](#)

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

- [Child Safe Code of Conduct @Werribee Secondary College](#)
- [Child Safety Policy @Werribee Secondary College](#)
- [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 Platforms** 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.

**Digital literacy** refers to an individual possessing the skills required to live, learn, and work in a society that is increasingly reliant on the use of digital technologies to access, communicate, and create information. It requires the ability to think critically, communicate clearly and respectfully, and to access, manage, manipulate, and create information in an ethical and sustainable way.

**Cyber safety** is defined as 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.

**Academic Integrity** involves using, generating, and communicating information in an ethical, honest and responsible manner.

**Plagiarism** can be defined as submitting others' words or ideas as one's own without appropriate paraphrasing and/or without correct acknowledgement of source(s), including the unacknowledged use of quotations. This includes the use of ideas, sentences, paragraphs, or other extracts from books, articles, and other published or unpublished work, without acknowledging their sources.

## POLICY STATEMENT

The use of digital devices and platforms is a mandated component of the Victorian F – 10 Curriculum. At Werribee Secondary College, we are committed to educating students in the use of technologies, equipping students with the skills and knowledge to navigate the digital world. We believe that the use of digital technologies and platforms,

- allows for the development of valuable skills and prepares students to thrive in our globalised and inter-connected world.
- enables personalised learning tailored to students' particular needs and interests, and transforms assessment, reporting, and feedback,
- driving new forms of collaboration and communication.
- enables our students to interact with and create high quality content, resources, and tools.

At Werribee Secondary College, we shall:

- embed the use of digital platforms in our teaching and learning programs, explicitly teaching critical thinking, questioning, communication, and collaboration using digital platforms to enhance digital literacy in our students and to support the development of empowered and active global citizens.
- in our communication with staff, students, parents, and the community.
- in the way we organise, plan, and record information across the school.

In accordance with the curriculum, we shall equip our students with the knowledge, skills, behaviours, and dispositions to live and work successfully in the twenty-first century. This policy elaborates the safe and appropriate use of digital platforms, including the use of the internet, apps, computers, and tablets, to provide students with rich opportunities to support learning and development in a range of ways.

The acceptable use of digital devices and platforms has been elaborated in the following sections,

1. [Use of the Personal Devices](#)
2. [Generative Artificial Intelligence \(AI\) and Academic Integrity](#)
3. [Use of the Internet and Social Media](#)

### Use of Personal Devices

Werribee Secondary College operates a **Bring Your Own Designated Device (BYODD)** program, where students require their own approved device that meets the requirements of the BYODD Program. The program and the device specifications are elaborated in the [BYODD Program and Devices](#). Students and Parents are asked to read and agree to Acceptable Use Agreement ([see Appendix A](#)) as part of the enrolment process.

**Students will be provided with access to the school network and a password following acceptance of this agreement.**

At Werribee Secondary College, the digital device is owned by the parent / student. They:

- **must** bring their device fully charged to school every day. Power cords should be left at home.
- Files stored on the device should be regularly backed up and stored elsewhere.
- Any problems such as vandalism, damage, loss, or theft of their device, arising at school must be reported immediately to the appropriate sub-school office.
- If their device is damaged or has a fault requiring repair, it is the parent's responsibility to organise the repair through place of purchase. Parents are responsible for any costs, including insurance excess, that the repair may incur.
- Taking care of the Device including its maintenance and repair. Bringing it to school in working order e.g. not faulty, able to login, not locked out due to repeated incorrect PIN attempts.
- Adhering to the school's Acceptable Use Agreement when using the Device at school
- Ensuring schoolwork files are stored using the school server to avoid loss of work. Parents/carers and students

should be aware that files stored on the school's server are not private.

- Backing up data securely
- Not interfering with the mandatory school applications on the device e.g. MDM,
- Printing, Papercut. Any attempt to circumvent the MDM may result in the corruption of a system file and necessitate the resetting of the iPad.
- Keeping the Device in a configuration able to operate effectively at school. Students are advised that downloading and installing third party software (not on the authorised
- list) has inherent risks of malware which can cause corruption to the configuration for use at school and possibly the Operating System.
- Students will use digital devices in the classroom for specific purpose with targeted educational or developmental aims.
- Teachers will supervise and support students using digital platforms for their schoolwork. They will effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students.

IT support will manage devices at two levels,

- provide a wireless network infrastructure and educational applications. While students will retain control over their own device, the school will manage the wireless network and deploy management software tools to allow the download of school approved apps, as well as configuring email and printer access.
- access to the school network and functionality will be via the student ID (e.g. abc0001), password and school email address (e.g. [abc0001@student.werribeesc.vic.edu.au](mailto:abc0001@student.werribeesc.vic.edu.au)). 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 year level coordinator immediately.

### Acceptable Use of Generative Artificial Intelligence (AI)

Latest developments in artificial intelligence (AI) software, such as ChatGPT, that can write sophisticated essay responses have generated a great deal of interest and discussion. They have also raised concerns that certain types of assessment tasks are now more vulnerable to plagiarism and cheating. Students should be aware that any work produced, even only in part by such tools, will not be considered as their own. Therefore, as with any quote or material from another source, it must be clear that AI-generated text, image, or graph included in a piece of work, will be considered as a "copied" work unless properly acknowledged. To this effect, expectations will be governed by our [Academic Honesty Policy](#)

### Acceptable Use of Social Media

Along with the benefits, Internet brings new threats to students and the school community. Our school follows the Department's policy on [CyberSafety and Responsible use of Digital Technologies](#) and [Social Media Use to Support Learning](#) to ensure students engage in technologies in a safe and responsible way.

Students and Parents are asked to read and agree to the Werribee Secondary College internet users agreement as part of the enrolment process. **Students will only be provided with a password following acceptance of this agreement.**

At Werribee Secondary College, we:

- actively educate and remind students of our [Student Wellbeing and Engagement Policy](#).
- use online sites and digital tools that support students' learning and focus our use of digital technologies on being learning-centred.
- have programs in place to educate our students to be safe, responsible, and discerning users of digital technologies, including the cyber sense program in Year 7 and the advance cyber sense program in Year 9.

- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online.
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools 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.

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.**

Our school has established a Facebook page to showcase the learning experience and culture of the school and an [Art Gallery Blog](#) to showcase student artwork undertaken in or relating to our art classes. Parents are welcome to contact the school ([werribee.sc@education.vic.gov.au](mailto:werribee.sc@education.vic.gov.au)) 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 Werribee 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), Werribee Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

Breaches of this policy by students can result in 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
- 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.



## APPENDIX – A

### Acceptable Use of Digital Devices Agreement

This agreement applies to the use of approved devices (*as outlined in the [BYODD Program](#)*) and to use the school network. On the first occasion that students attempt to connect to the WSC Network, they need to confirm their acceptance by completing the **student declaration** briefed below,

#### I will,

- bring the device fully charged to school each day.
- keep the device in its cover when transporting it around the school.
- immediately report any accidents or breakages to my teachers.

#### For safety reasons, I will,

- only go to websites which support my learning activities and as directed by my teacher.
- be cyber safe and cyber smart when using the Internet.
- demonstrate appropriate and respectful etiquette (manners), when using my device and other equipment regarding other people.
- use the Device lawfully and in accordance with this Acceptable Use Policy regarding ethical use of equipment, technology, use of legal software, use of the Internet and the protection of personal data.

#### For security reasons, I will,

- not to share account names and passwords with anyone unless requested by technicians when servicing the device.
- be responsible with the use of the device. When not using my device, I will keep it locked in my locker.
- use only my allocated account and password.
- maintain sufficient antivirus software and adequate software update on my device.

I understand that if the above conditions are not followed, I may not be granted the authorization to use the device or other digital devices at school.

#### I understand that,

- The device must ONLY connect to the Internet using the school wireless network.
- The device must have the antivirus software in order to receive support from the school IT Dept
- I will not delete or modify school Wi-fi Profiles/Configuration without consulting the school IT Dept
- I will not bypass the school network by using a “personal hotspot”, VPN or third party software (not listed on school allowed App list).
- Only the approved device may be used to access the College Network.
- I will use the device only to support my school learning program.
- I will use the device only for school work and only when the teacher gives instructions for its use.
- The use of my device will not distract others from learning.
- I will not use illegal / unsuitable software. I understand there will be consequences for inappropriate use.
- I will not use the device for games unless approved by my teacher.

In response to breaches of this agreement, the school may:

- Suspend Internet access privileges at school
- Request the agreement is renegotiated between school, parent/carer and student
- Deny access to the Collegenetwork

I have read the conditions outlined in this document and understood the significance of these conditions of use and agree to abide by them.

I acknowledge that school IT Dept have the right to refuse support if my device does not meet the BYODD criteria (software update, administrative access, antivirus requirement)



The screenshot shows a web form titled "Register Your Device". It contains three input fields: "Username:", "Password:", and "Terms:". The "Terms:" field includes a checkbox and the text "I accept the [terms of use](#)". A "Log In" button is located below the "Terms:" field. Red boxes highlight the checkbox and the "terms of use" link. Red arrows point from these elements to callout boxes below.

Students must check this to declare they accept the policy

A link to the online version of this AUP





## APPENDIX – B

### Wireless Infrastructure Management and Configuration

1. Students will be able to access the school wireless network by connecting their device using their school ID and password; this will give them access to the Internet.
2. School Internet access is managed and filtered to ensure it is used for educational purposes.
3. The school charges an ICT levy for the use of the Internet service. Students who pay the Internet levy will receive the full benefit of bandwidth and higher download levels. If the levy is not paid, the Internet is restricted to minimum bandwidth and the minimum weekly download quota.
4. Students will need to create a school level Apple ID by following the instructions on the school website. This Apple ID will give students access to free apps and programs for their iPad or MacBook.

**Note:** when purchasing the device, parents are NOT required to purchase Microsoft Office software, as this is available for FREE through the department, via the school email address

5. Students may only connect one school authorised device to the school network. Connecting any other personal devices (iPhone, iPod, android, windows phones) to the school network violates the WSC BYODD User Agreement; these devices will be scanned and blocked by the school administrator.
6. Sharing connections through another student will disable the student's access to the school network from their Device.
7. Students may NOT use a personal "hotspot" to bypass the school connections, or filtering, of the Internet. The school wireless network is able to detect the use of "hotspots" and if detected, they will be blocked. Consequences may be issued for attempting to use a "hotspot".
8. Students may NOT use a VPN to bypass the school filtering of the Internet. The College's wireless network is able to block the use of many VPNs, but there are so many VPN servers, that blocking all of them is impractical. Consequences may be issued for attempting to use a VPN.



