



DIGITAL LEARNING (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)



Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500.

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 in both face to face classes and distance education programs
- (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 the Victorian School of Languages (VSL).

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:

- The VSL'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 technology at our school

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

The VSL understands that 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.

The VSL 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.

DISTANCE EDUCATION PROGRAMS AT THE VICTORIAN SCHOOL OF LANGUAGES

The latest technology is crucial to delivering programs by distance education. Technology supports both the administrative and curriculum needs of the VSL Distance Education Section. Increasingly students work online. Logging on to the school's online systems, students can access their course online as well as supplementary material and current information. Work is submitted, corrected, tracked and recorded online. Students communicate with their teachers through online collaborative software and video conferencing. As many students are in isolated locations the school makes every attempt to assist students, schools and homes with the technology and the requisite online behaviours and responsibilities.

The VSL Online Development Team and ICT Support Staff support stake holders in these endeavors.

FACE TO FACE CLASSES AT THE VICTORIAN SCHOOL OF LANGUAGES

The Victorian School of Languages Centres classes (face to face) face very particular technology challenges as we share the infrastructure with each of our host schools. The access to the host school's technology system by VSL students and staff is entirely dependent on the generosity of the host school Principal – this can range from full access to limited or no access. There are 40 VSL Centres, each at a different Secondary College. While core DET systems are in place, there are still significant variations in the system design, protocols, type of hardware, security measures etc. according to each school. This presents great challenges to the school when designing software, systems and processes. Another complicating factor is that we enrol students from non-government schools as well. This needs to be taken into consideration for any activities requiring Bring Your Own Devices (BYOD). Increasingly we are less reliant on the school infrastructure in terms of access to computer labs. We are reducing this reliance by increasing the number of VSL-owned notebooks and iPads.

However, in the event that a student brings their own device to school, 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.

Safe and appropriate use of digital technologies

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At the VSL, we are committed to educating all students 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 the VSL, 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
- educate our students about digital issues such as privacy, intellectual property and copyright, and the importance of maintaining their own privacy and security online. These will be included in the student induction process, Student Passports and also disseminated through the Communications strategy.
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours. This will be included in the student induction process, and also disseminated through the Communications strategy.
- have an Acceptable Use Agreement outlining the expectations of students when using digital technologies for their schoolwork (See Attachment A)
- 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. The VSL does not use a wide range of online spaces. The VSL uses MS Teams and its own in house app for Distance Education. Each teacher has oversight of all student activity. For **online supervision**, there are three types of activity:
 - 1) Oral lessons via video conferencing. Whether one to one or with small groups, a teacher is always present and synchronously supervises student activity.
 - 2) Collaborative tasks (text based) have the teacher as moderator, so all activity is asynchronously supervised.
 - 3) Students completing online tasks. These are all done individually and submitted to the teacher electronically. This is a closed system, nobody else can receive these submissions.
- 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 (See Attachment B)

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 Centre Supervisor or the Distance Education teacher 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.

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 Victorian School of Languages *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

Students are made aware of this through Acceptable Use Agreements, Information on MS Teams and VSL app class pages and through transition/induction processes.

When Distance Education students use online platforms the following supervision protocols are in place:

- Synchronous activities (oral lessons, webinars etc) are all under the supervision of the VSL teacher
- Asynchronous activities (coursework) are supervised by the home school or the parent (for non-school based students).

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), the VSL 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 internet access privileges
- removal of printing privileges?
- other consequences as outlined in the school’s *Student Wellbeing and Engagement* and *Bullying Prevention* policies. Students are made aware of this through school communications such as bulletins, assemblies and induction processes.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school’s website: www.vsl.vic.edu.au
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- Discussed at Distance Education parent information nights/sessions
- Included in Centres induction processes
- Included as an annual reference in Area newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Consultation	School Council- 6 September 2022
Approved by	Principal
Next scheduled review date	2024

ANNEXURE A: ACCEPTABLE USE AGREEMENT

- Online Student Enrolment – Acceptable Use Agreement

Note: VSL Acceptable Use Agreements are completed online upon enrolment as the last step before submitting. Here is a screen shot.

VSL Enrolment Terms & Conditions:' with a 'Yes' dropdown. The fourth row is 'Where did you hear about the VSL:' with a 'Word of mouth' dropdown. A blue 'Submit Enrolment Request' button is centered below the form."/>

Online Enrolment
2022-01-26

digicert
Secure Trusted
Click to Verify

VSL
VICTORIAN SCHOOL OF LANGUAGES

Enrolment Process:

I authorise the VSL to use images, results or work of the student for its internal/external uses: Yes

I agree that the information provided is correct: Yes

I agree to the [VSL Enrolment Terms & Conditions:](#) Yes

Where did you hear about the VSL: Word of mouth

Submit Enrolment Request

Upon clicking Terms and Conditions and a list of conditions, including the Acceptable Use Agreement will come up.

The system then sends a confirmation email (example following) which provides a record of the Terms and Conditions to the student and parent.

Online Student Enrolment (Sample)

From: Portal

Sent: Thursday, April 04, 6:50 PM

To: (parent email)

Subject: Victorian School of Languages

Victorian School of Languages Enrolment



Dear (Parent) and (Student),

Thank you for applying to enrol (Student) to study (Norwegian) Year 5 with the Victorian School of Languages in 2022.

The next step in the process is for us to allocate you to a class.

If you get a place in a class, you will receive an email with more information. Decisions about class allocations are not usually made until Term 1 so please don't expect to hear from us immediately.

If you have any questions about the organisation of the course please do not hesitate to contact the Area Office on North@vsl.vic.edu.au or 9464 0848.

Technical questions only can be directed to enrolhelp@vsl.vic.edu.au

The agreed upon Enrolment Terms and Conditions are restated below for your convenience:

The VSL is a DET Safe School. For more information please see the [DET Child Safe Policy](#)

Students are expected at all times to make the school a safe environment for all its users and in particular:

- Be regular and punctual in attendance.
- Bring a note if absent or seeking permission to leave school early.
- Remain in the school grounds, unless permission has been granted by the supervisor or assistant supervisor.
- Carry out instructions given by the teacher or supervisor.
- Behave in a courteous and cooperative manner.
- Abide by the schools internet usage policy

Student must not:

- Display anti-social behaviour like fighting, stealing, harrassing, bullying, using illegal substances or using bad language.
- Enter classrooms until a teacher is present.
- Bring food and drinks into the classroom.
- Use mobiles / camera phones / digital players in class or bring valuable items to school.
- Bring articles which may cause injury or create problems.
- Litter, cause damage to, or climb on, property.
- Use a car in the school grounds.
- Smoke on the school premises.

Acceptable Use Agreement:

- Students understand that they may be allocated a log-in and a password and they will be responsible for all activity that occurs under their log-in and password. They will therefore not provide their log-in or password details to others.

Friday, 21 October 2022

- Students will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the school, or infringe the Student Code of Conduct.
- Students will not use the internet to frighten, threaten, annoy or bully other people. This can be illegal.
- Students will be courteous and use appropriate language when communicating on the internet, and will report to the teachers any instances of inappropriate communication.
- Students will accept responsibility in regard to copyright protected material and plagiarism and will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner, and will not attempt to present somebody else's work as their own.
- Students will not reveal personal information including internet password/s to others, and will not distribute names, addresses, credit card details or telephone numbers of themselves or others via the Internet or school network unless required by the VSL to do so.

Refunds:

Refund applications can only be made within the first three weeks after commencing the course.

A service fee of \$40 will be deducted for cheque refunds. There is no service charge for EFT (electronic funds transfer).

Regards

The VSL Enrolment Team